## U.S. DEPARTMENT OF EDUCATION OFFICE OF SPECIAL EDUCATION & REHABILITATIVE SERVICES OFFICE OF SPECIAL EDUCATION PROGRAMS WASHINGTON, D.C. 20202

#### **FISCAL YEAR 2011**

### APPLICATION FOR NEW GRANTS UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

# TECHNOLOGY AND MEDIA SERVICES FOR INDIVIDUALS WITH DISABILITIES (CFDA 84.327)

## THE ACCESSIBLE INSTRUCTIONAL MATERIALS (AIM) PERSONNEL DEVELOPMENT CENTER (CFDA 84.327W)



DATED MATERIAL: OPEN IMMEDIATELY

CLOSING DATE: November 29, 2010

FORM APPROVED — OMB No. 1820-0028, EXP. DATE: 07/31/2013

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#### PAPERWORK BURDEN STATEMENT

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U.S. Department of Education Washington, DC 20202-4651

If you have comments or concerns regarding the status of your individual submission of this form, write directly to:

Office of Special Education Programs U.S. Department of Education 400 Maryland Ave. SW, PCP 4106 Washington, DC 20202-2600

### **APPLICANT LETTER**

#### Dear Applicant:

This application packet contains information and the required forms for you to use in submitting a new application for funding under one program authorized by the Individuals with Disabilities Education Act (IDEA). This packet covers one competition under the Technology and Media Services for Individuals with Disabilities (CFDA 84.327) Program.

An application for an award must be: (1) hand-delivered, submitted electronically or mailed by the closing date; and, (2) for paper applications, have an <u>original</u> signature on at least one copy of the assurances and certifications (Part IV of the application form). It is also important to include the appropriate Catalog of Federal Domestic Assistance (CFDA) numeric and alpha in Item #4 on ED Form 424 (e.g., CFDA No. 84.327W) for paper applications.

#### Please note the following:

- APPLICATION SUBMISSION. Based on the precautionary procedures the U.S. Postal Service is using to process mail, we are experiencing delays in the delivery of mail to the Department. Therefore, you may want to consider sending your application by overnight courier or submitting your application electronically.
- E-APPLICATION SUBMISSION. Applications for grants under this competition may be submitted electronically using the Department of Education's e-Application system. Please read carefully the document that we have included entitled, E-Application Submission Procedures and Tips for Applicants, about submitting electronically using the E-Application site. Please note that you must follow the Application Procedures as described in the Federal Register notice announcing this grant competition. Information (including dates and times) about how to submit your application electronically, or by mail or hand delivery, can also be found in section D-1 Application Transmittal Instructions and Requirements for Intergovernmental Review of this application package.
- MAXIMUM AWARD AMOUNT. In addition to providing detailed budget information for the total grant period requested, the competition included in this package has a maximum award amount. Please refer to the specific information for the priority/competition to which you are submitting an application (i.e., Section B of this package). Please be advised that for the priority in this package, the maximum award amount covers all project costs including indirect costs.
- STRICT PAGE LIMITS. The competition included in this package limits the Part III Application Narrative to a specified number of double-spaced pages. This page limitation applies to all material presented in the application narrative -- including, for example, any charts, tables, figures, and graphs. (Please refer to the specific requirements on page limits for the priority/competition to which you are submitting an application i.e., Section B of this package). The Department will reject, and will NOT consider an application that does not adhere to the page limit requirements for the competition.
- FORMAT FOR APPLICATIONS. Please note that additional information regarding formatting applications has been included on Pages C-3 and C-4 of the "General Information on Completing an Application" section of this package.
- PROTECTION OF HUMAN SUBJECTS IN RESEARCH. The discretionary grant Application Form SF 424 requires applicants to indicate whether they plan to conduct research involving human subjects at any time during the proposed project period. The Protection of Human Subjects in Research Attachment is an integral part of the SF 424 form. It includes information that applicants need to complete the protection of human subjects item and, as appropriate, to

provide additional information to the Department regarding human subjects research projects. Additional information on completing the protection of human subjects item is also available and can be accessed on the INTERNET at:

www.ed.gov/about/offices/list/ocfo/gcsindex.html http://www.ed.gov/about/offices/list/ocfo/humansub.html

- RESPONSE TO GPRA. As required by the Government Performance and Results Act (GPRA) of 1993 OSEP has developed a strategic plan for measuring GPRA performance. The program included in this announcement is authorized under Part D National Activities to Improve Education of Children with Disabilities of the Individuals with Disabilities Education Act. The Office of Special Education Programs (OSEP) will collect information to assess progress and performance. See Performance Measures included in the Priority Description section of this application package. Applicants are encouraged to consider this information, as applications are prepared.
- COPIES OF THE APPLICATION. Current Government-wide policy requires that an original and two copies need to be submitted. OSEP would appreciate receiving three additional copies to facilitate the peer review process. This would mean an original and two copies need to be submitted and we would appreciate your voluntarily submitting an additional three copies (six applications in all). If you are submitting your application electronically, you do not need to submit paper copies of the application. Please note: If an application is recommended for funding and a grant award is issued, we will contact the applicant to request an electronic copy of the application in MS Word or a PDF file. The Department is moving toward an electronic grant filing system and an electronic copy of all applications that are being funded will facilitate this effort.

A program officer is available to provide information to you regarding this competition. Please refer to the name of the program contact at the end of the priority description. OSEP also provides information on developing performance measures and logic models at <a href="https://www.tadnet.org/model">www.tadnet.org/model</a> and performance to assist you in preparing a quality application. For information about other U.S. Department of Education grant and contract opportunities, we encourage you to use the Department's grant information web page which can be accessed on the INTERNET at:

http://www.ed.gov/about/offices/list/ocfo/grants/grants.html

We appreciate your efforts to improve the provision of services for individuals with disabilities.

Sincerely,

Lawrence J. Wexler, Ed.D.
Director
Research to Practice Division
Office of Special Education Programs

### **NOTICE INVITING APPLICANTS**

#### FEDERAL REGISTER NOTICE

4000-01-U

DEPARTMENT OF EDUCATION

Office of Special Education and Rehabilitative Services

Overview Information

Technology and Media Services for Individuals With Disabilities--The Accessible Instructional Materials (AIM) Personnel Development Center

Notice inviting applications for new awards for fiscal year (FY) 2011.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.327W.

Dates:

Applications Available: September 28, 2010.

Deadline for Transmittal of Applications: November 29, 2010.

Deadline for Intergovernmental Review: January 26, 2011.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purposes of the Technology and Media Services for Individuals with Disabilities program are to: (1) improve results for children with disabilities by promoting the development, demonstration, and use of technology; (2) support educational media services activities designed to be of educational value in the classroom setting for children with disabilities; and (3) provide support for captioning and video description of educational materials that are appropriate for use in the classroom setting, including television programs, videos, and programs and materials associated with new and emerging technologies, such as CDs, DVDs, video streaming, and other forms of multimedia. Priority: In accordance with 34 CFR 75.105(b)(2)(v), this priority is from allowable activities specified in the statute (see sections 674 and 681(d) of the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.).

Absolute Priority: For FY 2011 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Technology and Media Services for Individuals with Disabilities--The Accessible Instructional Materials (AIM) Personnel Development Center.

#### Background:

IDEA requires States to provide a free appropriate public education (FAPE) to all children with disabilities. FAPE includes the provision of educational materials in accessible formats for children with disabilities eligible for services under Part B of IDEA, including children with visual impairments and with other print disabilities (section 674(e)(3)(A) of IDEA).

The 2004 amendments to IDEA added provisions to improve the timely production and dissemination of educational materials in accessible formats for students who are blind or who have print disabilities (see sections 612(a)(23) and 674(e) of IDEA). These provisions include the following:

- States must adopt the National Instructional Materials Accessibility Standard (NIMAS)
   (section 612(a)(23) of IDEA). NIMAS is a technical standard used by publishers to produce
   source files that may be used to develop multiple specialized formats (such as Braille or
   audio books) for students with print disabilities.
- The Department was directed to establish the National Instructional Materials Access Center (NIMAC), a repository for NIMAS files (section 674(e) of IDEA). For more information about NIMAC, go to www.nimac.us.
- States that choose to coordinate with NIMAC must require publishers to submit NIMAS files
   to NIMAC as part of State textbook purchase agreements (section 612(a)(23) of IDEA).

These provisions were designed to ensure that State educational agencies (SEAs) and local educational agencies (LEAs) meet the educational needs of all students with disabilities by providing appropriate instructional materials in accessible formats. A major barrier to the implementation of the NIMAS provisions is that some children with disabilities are ineligible to use materials rendered from NIMAC files. The files obtained from NIMAC may only be used for children with disabilities who are eligible under IDEA and who meet the definition of "blind or other persons with print disabilities" under the Act to Provide Books for the Adult Blind (2 U.S.C. 135a), which establishes eligibility criteria for individuals served under the Library of Congress (LOC) regulations (36 CFR 701.6(b)(1)). These eligibility criteria

cover individuals who are blind, have other visual disabilities, are unable to read or use standard print as a result of physical limitations, or have reading disabilities resulting from organic dysfunction. The regulations implementing Part B of IDEA require SEAs and LEAs to ensure that children with disabilities who need instructional materials in accessible formats, but are not included under the LOC definition of blind or other persons with print disabilities or who need materials that cannot be produced from NIMAS files obtained through NIMAC, receive those instructional materials in a timely manner (34 CFR 300.172(b)(3) and 300.210(b)(3)). SEAs have addressed these requirements in the systems they developed for producing, accessing, and distributing AIM. However, teachers and administrators in LEAs may be reluctant to provide AIM to students due to a lack of information and understanding about eligibility requirements, and due to limited knowledge of where, and how, to obtain AIM for students who require special formats (Etemad & Burdette, 2009).

In response to concerns from SEAs and LEAs regarding the complexity and limitations of the provisions relating to NIMAS that were added to IDEA in 2004 (the NIMAS provisions) and the difficulties SEAs and LEAs were having as they began to implement these provisions, the Office of Special Education Programs (OSEP) awarded two 18-month grants to support States, the outlying areas, and freely associated States implement the NIMAS provisions. These grants included the Pacific Consortium for Instructional Materials Accessibility Project (Pacific CIMAP) and the AIM Consortium. The Pacific CIMAP facilitated the collaborative commitment of the six Pacific Basin entities to build local and regional capacity for the implementation of the NIMAS and NIMAC requirements. The 15-State AIM Consortium along with the Center for Applied Special Technology (CAST) worked together to develop State systems for increasing the timely provision of AIM for students with print disabilities, and ensure that those systems for identifying, acquiring, and using AIM employed high-quality procedures and practices.

Based on the collective needs and challenging experiences of SEAs in implementing the NIMAS provisions, the consortia's members developed products, training modules, and materials. These resources are available to all States, the outlying areas, and freely associated States on the consortia's respective Web sites: www.guamcedders.org/main/index.php?pg=pacific\_cimap and www.cast.org/research/projects/AIM.html.

While the Pacific CIMAP and the AIM Consortium produced effective resources, product usability is more effective when personnel development is provided in conjunction with product availability. Both the Pacific CIMAP and the AIM Consortium awards were 18-month awards. Most of the time and resources of these projects focused on determining the needs of the States and developing the products and resources used in the implementation of the NIMAS provisions. States, including those that were part of the two consortia, continue to face the significant challenge of ensuring that all staff in the States receive training that is delivered with consistency and fidelity. (Etemad & Burdette, 2009).

SEAs are responsible for supporting LEAs on implementing NIMAS provisions. However, many SEAs lack the expertise and resources to effectively train LEA personnel on how to use the products, training modules, and materials developed by the two consortia or by other OSEP-funded NIMAS-related projects (i.e., NIMAC; Recording for the Blind and Dyslexic (RFB&D); the National Instructional Materials Accessibility Standard Center (NIMAS Center); the AIM Center; and Bookshare for Education at Bookshare (B4E)). Therefore, OSEP is establishing a priority--the AIM Personnel Development Center-to improve State capacity for training personnel at the LEA level to ensure the effective delivery of AIM to children with disabilities who have visual impairments or print disabilities, including children who are not included under the LOC definition of blind or other persons with print disabilities and children who need AIM materials that cannot be produced from NIMAS files obtained through NIMAC.

#### Priority:

The purpose of this priority is to fund a cooperative agreement to support the establishment and operation of an AIM Personnel Development Center (Center). The Center will support and work with 25 States to: (1) develop and implement LEA personnel development plans for effectively training LEA staff on the eligibility requirements regarding AIM and on the use of AIM products, training modules, and materials currently available through OSEP-funded NIMAS-related projects; and (2) recruit and select qualified personnel who will provide in-service training to LEA staff on the effective use of these resources. For purposes of this priority, the term "State" refers to a State, outlying area, or freely associated State.

To be considered for funding under this absolute priority, applicants must meet the application requirements contained in this priority. The project funded under this absolute priority also must meet the programmatic and administrative requirements specified in the priority.

Application Requirements. An applicant must include in its application:

(a) A logic model that depicts, at a minimum, the goals, activities, outputs, and outcomes of the proposed project. A logic model communicates how a project will achieve its outcomes and provides a framework for both the formative and summative evaluations of the project.

Note: The following Web sites provide more information on logic models: www.researchutilization.org/matrix/logicmodel\_resource3c.html and www.tadnet.org/model and performance.

- (b) A plan to implement the activities described in the <u>Project Activities</u> section of this priority.
- (c) A plan, linked to the proposed project's logic model, for a formative evaluation of the proposed project's activities. The plan must describe how the formative evaluation will use clear performance objectives to ensure continuous improvement in the operation of the Center, including objective measures of progress in implementing the activities of the Center and ensuring the quality of products and services.
- (d) A plan for recruiting and selecting 25 States to participate in the activities of the Center. The selection process must be transparent and done in conjunction with OSEP.
- (e) A plan for, and description of, how the Center will incorporate the work of, and resources developed from, OSEP-funded NIMAS-related projects in the work of the Center;
  - (f) A budget for a summative evaluation to be conducted by an independent third party.
  - (g) A budget for attendance at the following:
- (1) A one and one half-day kick-off meeting to be held in Washington, DC, within four weeks after receipt of the award, and an annual planning meeting held in Washington, DC, with the OSEP Project Officer during each subsequent year of the project period.
- (2) A two-day Technical Assistance and Dissemination Conference in Washington, DC, during each year of the project period.

- (3) A two-day Technology Project Directors' Conference in Washington, DC, during each year of the project period.
- (4) A three-day Project Directors' Conference in Washington, DC, during each year of the project period.
- (5) A two-day State Representative meeting in Washington, DC, with OSEP staff in the second year of the project period. The budget for attendance at this meeting must include travel and per diem support for one representative from each selected State to attend the meeting.

<u>Project Activities</u>. To meet the requirements of this priority, the Center, at a minimum, must conduct the following activities:

- (a) Identify and describe currently available AIM training products, materials, modules, and other training resources that are produced by OSEP-funded projects related to the implementation of the NIMAS provisions in the 2004 amendments of IDEA.
- (b) Identify and describe currently available AIM training products, materials, modules, and other training resources that are produced by publishers, universities, non-profit organizations, other federally funded projects, and other NIMAS-related entities.
- (c) Develop, and make publicly available through the Center's Web site, an electronic database of all currently available AIM products that are identified and described pursuant to paragraphs (a) and (b) of this section.
- (d) Recruit and select 25 States in accordance with the plan described in response to paragraph(d) of the <u>Application Requirements</u> of this priority.
- (e) Work with the 25 States selected under paragraph (d) of this section to determine their LEA personnel development needs related to each State's system for providing AIM in a timely manner, and to develop their respective LEA personnel development plans. Support the participating States in developing and implementing their personnel development plans. The personnel development plans must include in-service training for LEA level staff on--
  - (1) How to determine if a child has a print disability and will benefit from AIM;
  - (2) Eligibility requirements for children with disabilities under IDEA and the LOC regulations;
  - (3) How to determine the appropriate accessible formats needed for a child who requires AIM;

- (4) How to obtain AIM; and
- (5) How to effectively use available resources with fidelity, including how to incorporate the use of AIM products, training modules, and materials made available through OSEP-funded NIMAS-related projects and other resources;
- (f) Recruit, select, and train personnel from each of the 25 participating States to provide inservice training to LEA staff in their respective States.
- (g) Maintain a Web site that meets government or industry-recognized standards for accessibility and that links to the Web site operated by the Technical Assistance Coordination Center (TACC).
- (h) Prepare and disseminate reports, documents, and other materials on the Center's training activities.
- (i) Maintain ongoing communication with the OSEP Project Officer through bi-monthly phone conversations and e-mail communication.
- (j) Conduct a formative evaluation in accordance with the plan described in response to paragraph (c) of the Application Requirements in this priority.

#### References:

Etemad, P. & Burdette, P. (2009). The National Materials Accessibility Standard (NIMAS): State Implementation Update. Project Forum: Alexandria, VA.

Waiver of Proposed Rulemaking: Under the Administrative Procedure Act (APA) (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed priorities and requirements. Section 681(d) of IDEA, however, makes the public comment requirements of the APA inapplicable to the priority in this notice.

Program Authority: 20 U.S.C. 1474 and 1481(d).

<u>Applicable Regulations</u>: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education (IHEs) only.

#### II. Award Information

Type of Award: Cooperative agreement.

Estimated Available Funds: The Administration has requested \$41,223,000 for the Technology and Media Services for Individuals with Disabilities program for FY 2011, of which we intend to use an estimated \$3,000,000 for the competition announced in this notice. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2012 from this competition.

<u>Maximum Award</u>: We will reject any application that proposes a budget exceeding \$3,000,000 for a single budget period of 12 months. The Assistant Secretary for Special Education and Rehabilitative Services may change the maximum amount through a notice published in the <u>Federal Register</u>.

Estimated Number of Awards: 1.

<u>Note</u>: The Department is not bound by any estimates in this notice.

Project Period: Up to 24 months.

#### III. Eligibility Information

- 1. <u>Eligible Applicants</u>: SEAs; IHEs; other public agencies; private nonprofit organizations; outlying areas; freely associated States; and for-profit organizations.
  - 2. Cost Sharing or Matching: This competition does not require cost sharing or matching.
- 3. Other: General Requirements—(a) The projects funded under this competition must make positive efforts to employ and advance in employment qualified individuals with disabilities (see section 606 of IDEA).
- (b) Applicants and grant recipients funded under this competition must involve individuals with disabilities or parents of individuals with disabilities ages birth through 26 in planning, implementing, and evaluating the projects (see section 682(a)(1)(A) of IDEA).

#### IV. Application and Submission Information

Address to Request Application Package: Education Publications Center (ED Pubs), U.S.
 Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827.

FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: www.EDPubs.gov or at its e-mail address: edpubs@inet.ed.gov.

If you request an application package from ED Pubs, be sure to identify this competition as follows: CFDA number 84.327W.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person or team listed under Accessible Format in section VIII of this notice.

- 2. <u>Content and Form of Application Submission</u>: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition. Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit Part III to the equivalent of no more than 50 pages, using the following standards:
  - A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
  - Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, the references, or the letters of support. However, the page limit does apply to all of the application narrative section (Part III).

We will reject your application if you exceed the page limit; or if you apply other standards and exceed the equivalent of the page limit.

3. Submission Dates and Times:

Applications Available: September 28, 2010.

Deadline for Transmittal of Applications: November 29, 2010.

Applications for grants under this competition may be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants site, or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery, please refer to section IV. 7. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under <u>For Further Information Contact</u> in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: January 26, 2011.

- 4. <u>Intergovernmental Review</u>: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.
- 5. <u>Funding Restrictions</u>: We reference regulations outlining funding restrictions in the <u>Applicable</u> Regulations section of this notice.
- 6. <u>Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry</u>: To do business with the Department of Education, (1) you must have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN); (2) you must register both of those numbers with the Central Contractor Registry (CCR), the Government's primary registrant database; and (3) you must provide those same numbers on your application.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

- 7. Other Submission Requirements: Applications for grants under this competition may be submitted electronically or in paper format by mail or hand delivery.
  - a. Electronic Submission of Applications.

If you choose to submit your application to us electronically, you must use e-Application, accessible through the Department's e-Grants Web site at: http://e-grants.ed.gov.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- Your participation in e-Application is voluntary.
- You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. E-Application will not accept an application for this competition after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.
- The hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday, Washington, DC time. Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays and 6:00 a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.
- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.
- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education
   Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all

necessary assurances and certifications. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password protected file, we will not review that material.

- Your electronic application must comply with any page limit requirements described in this notice.
- Prior to submitting your electronic application, you may wish to print a copy of it for your records.
- After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).
- Within three working days after submitting your electronic application, fax a signed copy of the
   SF 424 to the Application Control Center after following these steps:
  - (1) Print SF 424 from e-Application.
  - (2) The applicant's Authorizing Representative must sign this form.
- (3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

We may request that you provide us original signatures on other forms at a later date.

- (4) Fax the signed SF 424 to the Application Control Center at (202) 245-6272.
- Application Deadline Date Extension in Case of System Unavailability: If you are prevented from electronically submitting your application on the application deadline date because e-Application is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--
- (1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and
- (2) (a) E-Application is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or
- (b) E-Application is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under <u>For Further Information Contact</u> (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If e-Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application.

Extensions referred to in this section apply only to the unavailability of e-Application. If e-Application is available, and, for any reason, you are unable to submit your application electronically or you do not receive an automatic acknowledgment of your submission, you may submit your application in paper format by mail or hand delivery in accordance with the instructions in this notice.

b. Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education Application Control Center Attention: (CFDA Number 84.327W) LBJ Basement Level 1 400 Maryland Avenue, SW. Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

<u>Note</u>: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education Application Control Center Attention: (CFDA Number 84.327W) 550 12th Street, SW. Room 7041, Potomac Center Plaza Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

#### V. APPLICATION REVIEW INFORMATION

- 1. <u>Selection Criteria</u>: The selection criteria for this program are from 34 CFR 75.210 and are listed in the application package.
- Review and Selection Process: In the past, the Department has had difficulty finding peer reviewers for certain competitions, because so many individuals who are eligible to serve as peer reviewers have conflicts of interest. The Standing Panel requirements under IDEA also have placed

additional constraints on the availability of reviewers. Therefore, the Department has determined that, for some discretionary grant competitions, applications may be separated into two or more groups and ranked and selected for funding within specific groups. This procedure will make it easier for the Department to find peer reviewers, by ensuring that greater numbers of individuals who are eligible to serve as reviewers for any particular group of applicants will not have conflicts of interest. It also will increase the quality, independence, and fairness of the review process, while permitting panel members to review applications under discretionary grant competitions for which they also have submitted applications. However, if the Department decides to select an equal number of applications in each group for funding, this may result in different cut-off points for fundable applications in each group.

#### VI. Award Administration Information

Award Notices: If your application is successful, we notify your U.S. Representative and U.S.
 Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. <u>Administrative and National Policy Requirements</u>: We identify administrative and national policy requirements in the application package and reference these and other requirements in the <u>Applicable Regulations</u> section of this notice.

We reference the regulations outlining the terms and conditions of an award in the <u>Applicable</u>

Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

- 3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.
- 4. <u>Performance Measures</u>: Under the Government Performance and Results Act of 1993 (GPRA), the Department has established a set of performance measures, including long-term measures, that are designed to yield information on various aspects of the effectiveness and quality of the

Technology and Media Services for Individuals with Disabilities program. These measures focus on the extent to which projects are of high-quality, are relevant to improving outcomes of children with disabilities, and contribute to improving outcomes for children with disabilities. We will collect data on these measures from the projects funded under this competition.

Grantees will be required to report information on their projects' performance in their annual performance reports to the Department (34 CFR 75.590).

VII. Agency Contact

<u>For Further Information Contact</u>: Glinda Hill, U.S. Department of Education, 400 Maryland Avenue, SW., room 4063, Potomac Center Plaza (PCP), Washington, DC 20202-2550. Telephone: (202) 245-7376.

If you use a TDD, call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the Grants and Contracts Services Team, U.S. Department of Education, 400 Maryland Avenue, SW., room 5075, PCP, Washington, DC 20202-2550. Telephone: (202) 245-7363. If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

<u>Electronic Access to This Document</u>: You can view this document, as well as all other documents of this Department published in the <u>Federal Register</u>, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: <u>www.ed.gov/news/fedregister</u>. To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

<u>Note</u>: The official version of this document is the document published in the <u>Federal Register</u>. Free Internet access to the official edition of the <u>Federal Register</u> and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html.

Dated:

Alexa Pòsny Assistant Secretar

for Special Education and

Rehabilitative Services

#### SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

#### IMPORTANT—PLEASE READ FIRST

To f acilitate your us e of e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

#### **ATTENTION**

Applicants using the Department of Education's e-Application system will need to register first to access an application package. F orms in an application package are completed on I ine and nar ratives are uploaded while I ogged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants helpdesk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.

- Step 1 Determine if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: <a href="http://www.ed.gov/news/fedregister/announce/index.html">http://www.ed.gov/news/fedregister/announce/index.html</a>. Additional information on the Department's of Education's grant programs can be found at <a href="http://www.ed.gov/about/offices/list/ocfo/grants/grants.html">http://www.ed.gov/about/offices/list/ocfo/grants/grants.html</a>.
- Step 2 Register in e-Application to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page <a href="http://e-grants.ed.gov/">http://e-grants.ed.gov/</a>, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

- **Step 3 Add Application Package to your Start Page.** From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).
- **Step 4 Begin the Application.** Click on the underlined Application Package Title on your Start Page.

  This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

- **Step 5 Fill out Forms.** Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.
- Step 6 Upload File(s) for Narrative Responses. Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.
- Step 7 Verify Information/Print Application. Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via email once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the email, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.
- Step 8 Submit your Application. Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 pm, Washington, D.C. time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]
- Step 9 Fax the signed SF 424 Cover Page (or Program Specific Cover Page). Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.
- **NOTE:** For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at http://e-grants.ed.gov.

#### **OTHER SUBMISSION TIPS**

- 1) Register Early— We strongly recommend that you do not wait until the last day to submit your application. The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 on the deadline date, the e-Application system will not accept it.
- 2) If electronic submission is <u>optional</u> and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is <u>required</u>, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement <u>and</u> submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

#### ATTACHING FILES – ADDITIONAL TIPS

Please note the following tips related to attaching files to your application:

- 1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to a lower version of Word before uploading. Also, do not upload any password protected files to your application.
- 2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, \*, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

## PRIORITY DESCRIPTION AND SELECTION CRITERIA

# THE ACCESSIBLE INSTRUCTIONAL MATERIALS (AIM) PERSONNEL DEVELOPMENT CENTER (CFDA 84.327W)

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11/29/2010

#### **ABSOLUTE PRIORITY:**

#### **Background:**

IDEA requires States to provide a free appropriate public education (FAPE) to all children with disabilities. FAPE includes the provision of educational materials in accessible formats for children with disabilities eligible for services under Part B of IDEA, including children with visual impairments and with other print disabilities (section 674(e)(3)(A) of IDEA).

The 2004 amendments to IDEA added provisions to improve the timely production and dissemination of educational materials in accessible formats for students who are blind or who have print disabilities (see sections 612(a)(23) and 674(e) of IDEA). These provisions include the following:

- States must adopt the National Instructional Materials Accessibility Standard (NIMAS) (section 612(a)(23) of IDEA). NIMAS is a technical standard used by publishers to produce source files that may be used to develop multiple specialized formats (such as Braille or audio books) for students with print disabilities.
- The Department was directed to establish the National Instructional Materials Access Center (NIMAC), a repository for NIMAS files (section 674(e) of IDEA). For more information about NIMAC, go to <a href="https://www.nimac.us">www.nimac.us</a>.
- States that choose to coordinate with NIMAC must require publishers to submit NIMAS files to NIMAC as part of State textbook purchase agreements (section 612(a)(23) of IDEA).

These provisions were designed to ensure that State educational agencies (SEAs) and local educational agencies (LEAs) meet the educational needs of all students with disabilities by providing appropriate instructional materials in accessible formats. A major barrier to the implementation of the NIMAS provisions is that some children with disabilities are ineligible to use materials rendered from NIMAC files. The files obtained from NIMAC may only be used for children with disabilities who are eligible under IDEA and who meet the definition of "blind or other persons with print disabilities" under the Act to Provide Books for the Adult Blind (2 U.S.C. 135a), which establishes eligibility criteria for individuals served under the Library of Congress (LOC) regulations (36 CFR 701.6(b)(1)). These eligibility criteria cover individuals who are blind, have other visual disabilities, are unable to read or use standard print as a result of physical limitations, or have reading disabilities resulting from organic dysfunction. The regulations implementing Part B of IDEA require SEAs and LEAs to ensure that children with disabilities who need instructional materials in accessible formats, but are not included under

the LOC definition of blind or other persons with print disabilities or who need materials that cannot be produced from NIMAS files obtained through NIMAC, receive those instructional materials in a timely manner (34 CFR 300.172(b)(3) and 300.210(b)(3)). SEAs have addressed these requirements in the systems they developed for producing, accessing, and distributing AIM. However, teachers and administrators in LEAs may be reluctant to provide AIM to students due to a lack of information and understanding about eligibility requirements, and due to limited knowledge of where, and how, to obtain AIM for students who require special formats (Etemad & Burdette, 2009).

In response to concerns from SEAs and LEAs regarding the complexity and limitations of the provisions relating to NIMAS that were added to IDEA in 2004 (the NIMAS provisions) and the difficulties SEAs and LEAs were having as they began to implement these provisions, the Office of Special Education Programs (OSEP) awarded two 18-month grants to support States, the outlying areas, and freely associated States implement the NIMAS provisions. These grants included the Pacific Consortium for Instructional Materials Accessibility Project (Pacific CIMAP) and the AIM Consortium. The Pacific CIMAP facilitated the collaborative commitment of the six Pacific Basin entities to build local and regional capacity for the implementation of the NIMAS and NIMAC requirements. The 15-State AIM Consortium along with the Center for Applied Special Technology (CAST) worked together to develop State systems for increasing the timely provision of AIM for students with print disabilities, and ensure that those systems for identifying, acquiring, and using AIM employed high-quality procedures and practices.

Based on the collective needs and challenging experiences of SEAs in implementing the NIMAS provisions, the consortia's members developed products, training modules, and materials. These resources are available to all States, the outlying areas, and freely associated States on the consortia's respective Web sites:

www.guamcedders.org/main/index.php?pg=pacific\_cimap and www.cast.org/research/projects/AIM.html.

While the Pacific CIMAP and the AIM Consortium produced effective resources, product usability is more effective when personnel development is provided in conjunction with product availability. Both the Pacific CIMAP and the AIM Consortium awards were 18-month awards. Most of the time and resources of these projects focused on determining the needs of the States and developing the products and resources used in the implementation of the NIMAS provisions. States, including those that were part of the two consortia, continue to face the significant challenge of ensuring that all staff in the States receive training that is delivered with consistency and fidelity. (Etemad & Burdette, 2009).

SEAs are responsible for supporting LEAs on implementing NIMAS provisions. However, many SEAs lack the expertise and resources to effectively train LEA personnel on how to use the products, training modules, and materials developed by the two consortia or by other OSEP-funded NIMAS-related projects (i.e., NIMAC; Recording for the Blind and Dyslexic (RFB&D); the National Instructional Materials Accessibility Standard Center (NIMAS Center); the AIM Center; and Bookshare for Education at Bookshare (B4E)). Therefore, OSEP is establishing a priority -- the AIM Personnel Development Center -- to improve State capacity for training personnel at the LEA level to ensure the effective delivery of AIM to children with disabilities who have visual impairments or print disabilities, including children who are not included under the LOC definition of blind or other persons with print disabilities and children who need AIM materials that cannot be produced from NIMAS files obtained through NIMAC.

#### **Priority**:

The purpose of this priority is to fund a cooperative agreement to support the establishment and operation of an AIM Personnel Development Center (Center). The Center will support and work with 25 States to: (1) develop and implement LEA personnel development plans for effectively training LEA staff on the eligibility requirements regarding AIM and on the use of AIM products, training modules, and materials currently available through OSEP-funded NIMAS-related projects; and (2) recruit and select qualified personnel who will provide in-service training to LEA staff on the effective use of these resources. For purposes of this priority, the term "State" refers to a State, outlying area, or freely associated State.

To be considered for funding under this absolute priority, applicants must meet the application requirements contained in this priority. The project funded under this absolute priority also must meet the programmatic and administrative requirements specified in the priority.

#### **Application Requirements.**

An applicant must include in its application:

(a) A logic model that depicts, at a minimum, the goals, activities, outputs, and outcomes of the proposed project. A logic model communicates how a project will achieve its outcomes and provides a framework for both the formative and summative evaluations of the project.

<u>Note</u>: The following Web sites provide more information on logic models: www.researchutilization.org/matrix/logicmodel\_resource3c.html and www.tadnet.org/model\_and\_performance.

- (b) A plan to implement the activities described in the <u>Project Activities</u> section of this priority.
- (c) A plan, linked to the proposed project's logic model, for a formative evaluation of the proposed project's activities. The plan must describe how the formative evaluation will use clear performance objectives to ensure continuous improvement in the operation of the Center, including objective measures of progress in implementing the activities of the Center and ensuring the quality of products and services.
- (d) A plan for recruiting and selecting 25 States to participate in the activities of the Center. The selection process must be transparent and done in conjunction with OSEP.
- (e) A plan for, and description of, how the Center will incorporate the work of, and resources developed from, OSEP-funded NIMAS-related projects in the work of the Center;
  - (f) A budget for a summative evaluation to be conducted by an independent third party.
  - (g) A budget for attendance at the following:
- (1) A one and one half-day kick-off meeting to be held in Washington, DC, within four weeks after receipt of the award, and an annual planning meeting held in Washington, DC, with the OSEP Project Officer during each subsequent year of the project period.

- (2) A two-day Technical Assistance and Dissemination Conference in Washington, DC, during each year of the project period.
- (3) A two-day Technology Project Directors' Conference in Washington, DC, during each year of the project period.
- (4) A three-day Project Directors' Conference in Washington, DC, during each year of the project period.
- (5) A two-day State Representative meeting in Washington, DC, with OSEP staff in the second year of the project period. The budget for attendance at this meeting must include travel and per diem support for one representative from each selected State to attend the meeting.

#### **Project Activities.**

To meet the requirements of this priority, the Center, at a minimum, must conduct the following activities:

- (a) Identify and describe currently available AIM training products, materials, modules, and other training resources that are produced by OSEP-funded projects related to the implementation of the NIMAS provisions in the 2004 amendments of IDEA.
- (b) Identify and describe currently available AIM training products, materials, modules, and other training resources that are produced by publishers, universities, non-profit organizations, other federally funded projects, and other NIMAS-related entities.
- (c) Develop, and make publicly available through the Center's Web site, an electronic database of all currently available AIM products that are identified and described pursuant to paragraphs (a) and (b) of this section.
- (d) Recruit and select 25 States in accordance with the plan described in response to paragraph (d) of the <u>Application Requirements</u> of this priority.
- (e) Work with the 25 States selected under paragraph (d) of this section to determine their LEA personnel development needs related to each State's system for providing AIM in a timely manner, and to develop their respective LEA personnel development plans. Support the participating States in developing and implementing their personnel development plans. The personnel development plans must include in-service training for LEA level staff on--
  - (1) How to determine if a child has a print disability and will benefit from AIM;
- (2) Eligibility requirements for children with disabilities under IDEA and the LOC regulations;
- (3) How to determine the appropriate accessible formats needed for a child who requires AIM;
  - (4) How to obtain AIM; and

- (5) How to effectively use available resources with fidelity, including how to incorporate the use of AIM products, training modules, and materials made available through OSEP-funded NIMAS-related projects and other resources;
- (f) Recruit, select, and train personnel from each of the 25 participating States to provide in-service training to LEA staff in their respective States.
- (g) Maintain a Web site that meets government or industry-recognized standards for accessibility and that links to the Web site operated by the Technical Assistance Coordination Center (TACC).
- (h) Prepare and disseminate reports, documents, and other materials on the Center's training activities.
- (i) Maintain ongoing communication with the OSEP Project Officer through bi-monthly phone conversations and e-mail communication.
- (j) Conduct a formative evaluation in accordance with the plan described in response to paragraph (c) of the <u>Application Requirements</u> in this priority.

#### References:

Etemad, P. & Burdette, P. (2009). The National Materials Accessibility Standard (NIMAS): State Implementation Update. Project Forum: Alexandria, VA.

#### **PROGRAM AUTHORITY:**

20 U.S.C. 1474 and 1481(d).

#### PERFORMANCE MEASURES:

Under the Government Performance and Results Act of 1993 (*GPRA*), the Department has established a set of performance measures, including long-term measures, that are designed to yield information on various aspects of the effectiveness and quality of the Technology and Media Services for Individuals with Disabilities program. These measures are as follows:

- Program P erformance Measure #1: The per centage of t echnology and m edia projects judged to be of high relevance to improving outcomes of infants, toddlers, children and youth with disabilities.
- Program P erformance Measure #2: The per centage of t echnology and media projects judged to be of high quality.
- Program Performance Measure #3: The percentage of technology and media projects that produce findings, products and/or other services that contribute to improving results for infants, toddlers, children and youth with disabilities.

- Program Performance Measure #4: The federal cost per unit of technology and media services program.
- Program Performance Measure #5: The percentage of technology and media projects that validate their products and services.
- Program Performance Measure #6: The percentage of technology and media projects that make validated technologies available for widespread use.

Projects funded under this competition will be required to participate in our collection of data on these measures.

Grantees also will be required to report information on their projects' performance in annual reports to the Department (34 CFR 75.590).

**APPLICATIONS AVAILABLE:** September 28, 2010.

**DEADLINE FOR TRANSMITTAL OF APPLICATIONS:** November 29, 2010.

**DEADLINE FOR INTERGOVERNMENTAL REVIEW:** January 26, 2011.

**ESTIMATED AVAILABLE FUNDS:** The A dministration has r equested \$41, 223,000 for the Technology and Media Services for Individuals with Disabilities program for FY 2011, of which we intend to use an estimated \$3,000,000 for the competition announced in this notice. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2012 from the list of unfunded applicants from this competition.

#### **ESTIMATED NUMBER OF AWARDS: 1.**

Note: The Department is not bound by any estimates in this notice.

**MAXIMUM AWARD:** We will reject any application that proposes a budget exceeding \$3,000,000 for a single budget period of 12 months. The Assistant Secretary for Special Education and Rehabilitative Services may change the maximum amount through a notice published in the Federal Register.

**PROJECT PERIOD:** Up to 24 months.

#### PAGE LIMITS:

The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative to the equivalent of no more than 50 pages, using the following standards:

• A "page" is 8.5" x 11" (on one side only) with 1" margins at the top, bottom, and both sides.

- Double-space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger and no smaller than 10 pitch (characters per inch).

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, references, or the letters of support. However, the page limit does apply to the application narrative in Part III.

We will reject any application if you exceed the page limit; or if you apply other standards and exceed the equivalent of the page limit.

#### **GENERAL REQUIREMENTS:**

- (a) The projects funded under this competition must make positive efforts to employ and advance in employment qualified individuals with disabilities (see section 606 of IDEA).
- (b) Applicants and gr ant r ecipients f unded under this c ompetition must involve individuals with disabilities or parents of individuals with disabilities ages birth through 26 in planning, implementing, and evaluating the projects (see section 682(a)(1)(A) of IDEA).

#### **APPLICABLE REGULATIONS:**

The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

**Note**: The regulations in 34 C FR part 79 appl y to all applicants except federally recognized Indian tribes.

**Note:** The regulations in 34 CFR part 86 apply to institutions of higher education (IHEs) only.

#### **ELIGIBLE APPLICANTS:**

SEAs; IHEs; other public agencies; private nonprofit organizations; outlying areas; freely associated States; and for-profit organizations.

#### INTERGOVERNMENTAL REVIEW:

The program in this notice is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR part 79. One of the objectives of the Executive Order is to foster an intergovernmental partnership and a strengthened federalism. The Executive order relies on processes developed by State and Iocal governments for coordination and review of proposed Federal financial assistance.

This document provides early notification of our specific plans and actions for this program.

#### FOR FURTHER INFORMATION ABOUT THIS PRIORITY CONTACT:

Glinda Hill, Competition Manager Research to Practice Division Office of Special Education Programs

Telephone: (202) 245-7376 FAX: (202) 245-7617

Internet: Glinda.Hill@ed.gov

TTD: 1-800-877-8339

### SELECTION CRITERIA AND FORMAT FOR THE AIM PERSONNEL DEVELOPMENT CENTER (CFDA 84.327W) COMPETITION

Part III of the application form requires a narrative that addresses the selection criteria that will be used by reviewers in evaluating individual proposals. Applications are more likely to receive favorable reviews by panels when they are organized according to the format suggested below. This format w as publ ished in the FE DERAL REGISTER as an appendix to the program regulations, and it addresses all the selection criteria used to evaluate applications required by regulations. If you prefer to use a different format, you may wish to cross-reference the sections of your application to the selection criteria to be sure that reviewers are able to find all relevant information.

The s election c riteria t hat will be us ed to evaluate applications submitted to the **The AIM Personnel Development Center** (CFDA 84. 327W) c ompetition are the selection c riteria for new grants required by the EDGAR general selection criteria menu. The maximum score for all of the criteria is 100 points.

An **abstract**, not to exceed one page, should precede the application narrative of all applications and it would be helpful if it included the following information: Purpose of the project; disability addressed by the project; age group (e.g., 0-3, preschool, elementary school, middle school, high school, secondary transition, and postsecondary); geography (e.g., rural, suburban, urban); severity (e.g., mild, moderate, and severe); proposed products; proposed outcomes; names/affiliations of key collaborators. It would be helpful if the abstract includes: (a) the title of the program, (b) the name of the Absolute Priority, and (c) the CFDA Number (e.g., 84.327W).

For Media and Captioning applications, the abstract should include method of distribution (e.g., broadcast television, Internet, direct sales, and loan service).

The application narrative should include the following sections in this order:

#### (a) Need for project (10 points)

- (1) The Secretary considers the need for the proposed project.
- (2) In determining the need for the proposed project, the Secretary considers the following factors:
- (i) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project; and
- (ii) The extent to which the proposed project will focus on serving or otherwise addressing the needs of disadvantaged individuals.

#### (b) Quality of project services (30 points)

(1) The Secretary considers the quality of the services to be provided by the proposed project.

- (2) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
  - (3) In addition, the Secretary considers the following factor:
- (i) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.

#### (c) Quality of project personnel (20 points)

- (1) The Secretary considers the quality of the personnel who will carry out the proposed project.
- (2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
  - (3) In addition, the Secretary considers the following factors:
- (i) The qualifications, including relevant training and experience, of the project director or principal investigator;
- (ii) The qualifications, including relevant training and experience, of key project personnel; and
- (iii) The qualifications, including relevant training and experience, of project consultants or subcontractors.

#### (d) Quality of the management plan (20 points)

- (1) The Secretary considers the quality of the management plan for the proposed project.
- (2) In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:
- (i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks;
- (ii) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project; and
- (iii) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.

#### (e) Adequacy of resources (20 points)

- (1) The Secretary considers the adequacy of resources for the proposed project.
- (2) In determining the adequacy of resources for the proposed project, the Secretary considers the following factors:
- (i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization;
- (ii) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project;
  - (iii) The extent to which the budget is adequate to support the proposed project;
- (iv) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project;
- (v) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits; and
- (vi) The potential for continued support of the project after Federal funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support.

## GENERAL INFORMATION ON COMPLETING AN APPLICATION

#### **GENERAL INFORMATION ON COMPLETING AN APPLICATION**

Potential applicants frequently direct questions to officials of the Department regarding application notices and programmatic and ad ministrative r egulations g overning v arious d irect gr ant pr ograms. To a ssist potential applicants, the Office of Special Education Programs staff have assembled the following most commonly r aised i ssues. In general, this information applies to the grant competitions c overed by this application package.

#### **EXTENSION OF DEADLINES**

Waivers for i ndividual a pplications ar e not granted, r egardless of t he c ircumstances. Under v ery extraordinary c ircumstances a c losing dat e m ay b e c hanged. Such c hanges ar e an nounced in t he Federal Register.

#### **COPIES OF THE APPLICATION**

Current G overnment-wide policy is that only an or iginal and two copies need to be submitted. OSEP would appreciate receiving three additional copies to facilitate the peer review process. This would mean an original and two copies need to be submitted and we would appreciate your voluntarily submitting an additional three copies (six applications in all). Copies of the application may be bo und, but it is not necessary or required. If bound, one copy should be left unbound to facilitate electronic scanning and any necessary reproduction. Applicants should not us e colored p aper, f oldouts, photographs, or other materials that are hard to duplicate.

Please Note: If an application is recommended for funding and a grant award is issued, we will contact the applicant to request a copy of the application on a diskette or CD. The Department is moving toward an el ectronic grant filing system and an el ectronic copy of all applications that are being funded will facilitate this effort.

## MAKING APPLICATIONS MORE ACCESSIBLE TO REVIEWERS WHO ARE BLIND OR HAVE LOW VISION

The Department will accept one copy of the application in an accessible format (i.e., IBM PC compatible Word or A SCII c ode diskette) a long with the original and t wo print c opies of t he application. The accessible format copy c an be us ed with a vailable s oftware to convert the text of the application into Braille, or with text to voice applications. If there are any differences in the print original provided on the disk and in print, the print original is as sumed to be the correct version. Please note that it is not a requirement that one copy of the application be in an accessible format.

#### MISSED DEADLINES AND SUBMISSION UNDER OTHER COMPETITIONS

Should a n a pplication m iss the deadline for a particular competition, it m ay be submitted to another competition. However, if an application is properly prepared to meet the specifications of one competition, it is extremely unlikely that it would be favorably evaluated under a different competition.

#### SUBMISSION TO MORE THAN ONE PROGRAM

Applications may be submitted to more than one Federal program if you are unsure of the most appropriate program. Each application should be prepared following the instructions for that particular program as closely as possible (which may require some reformulation). It is very helpful if each program is notified that an identical or similar application is being submitted to another program.

#### HELP PREPARING APPLICATIONS

We are happy to provide general program information. Clearly it would **not** be appropriate for staff to participate in the actual writing of an application, but we can respond to specific questions about our application requirements and evaluation criteria, or about the announced priorities. Applicants should understand that such previous contact is not required, nor does it guarantee the success of an application.

#### **NOTIFICATION OF FUNDING**

The time required to complete the evaluation of applications is variable. Once applications have been received staff must determine the areas of expertise needed to appropriately evaluate the applications, identify and contact potential reviewers, convene peer review panels, and summarize and review the recommendations of the review panels. You can expect to receive notification within 3 to 6 months of the application c losing date, depending on the number of applications received and the number of competitions with closing dates at about the same time. The requested start date should therefore be a minimum of 6 months after the application closing date.

## POSSIBILITY OF LEARNING THE OUTCOME OF REVIEW PANELS PRIOR TO OFFICIAL NOTIFICATION

Every year we are called by a number of applicants who have legitimate reasons for needing to know the outcome of the review prior to official notification. Some applicants need to make job decisions, some need to notify a local school district, etc. Regardless of the reason, we cannot share information about the review with **anyone** until the Assistant Secretary has approved a slate of projects recommended for funding. You will be not ified as quickly as possible either by telephone (if your application is recommended for funding), or through a letter (if your application is not successful).

#### FORMAT FOR APPLICATIONS

The application n arrative (Part I II of the application form) should be organized to follow the exact sequence of the components in the selection criteria used to evaluate applications. (The selection criteria for the competitions covered by this packet are listed following the specific competition information in section "B" of this packet.) A table of contents, list of priority requirements, and an abstract (see page B-13) should precede the application narrative. If you prefer to use a different format, you may wish to cross-reference the sections of your application to the selection criteria to be sure that reviewers are able to find all relevant information.

To aid in screening and reviewing the application, applicants should list in Part II and prior to the abstract, all general, special, and other requirements for the priority and corresponding page number (s) where requirements are addressed within the application. Page limits do not apply to this list. (All requirements are found in each priority description included in this application package.) The format included below is an example of how you might provide this information in your application.

PAGE#	REQUIREMENTS
	<ul> <li>(a) Projects funded under this notice must make positive efforts to employ and advance in employment qualified individuals with disabilities in project activities. (See Section 606 of IDEA)</li> </ul>
	(b) Applicants and grant recipients funded under this notice must involve individuals with disabilities or parents of individuals with disabilities ages birth through 26 in planning, implementing, and evaluating the projects. (See Section 682(a)(1)(A) of IDEA)
	(c) Applicant must describe steps to ensure equitable access to, and participation in, its program for students, teachers, and other program beneficiaries with special needs. (See Section 427, GEPA)
	(d) Projects funded under these priorities must budget for a three-day Project's Directors' meeting in Washington, D.C. during each year of the project.

#### **PAGE LIMITS**

Please note that all applications submitted under the competition in this application package must adhere to the Part III—Application Narrative page limit requirements that are specified under each priority/competition description. Your application should provide enough information to allow the review panel to evaluate the importance and impact of the project as well as to make knowledgeable judgments about the methods you propose to use (design, subjects, sampling procedures, measures, instruments, data analysis strategies, etc.). It is often helpful to have:

- 1. **Staff Vitae:** They should include each person's title and role in the proposed project and contain only information that is relevant to this proposed project's activities and/or publications. Vitae for consultants and Advisory Council members should be similarly brief.
- 2. **Instruments**: Except in the case of generally available and well known instruments.
- 3. Agreements: When the participation of an agency other than the applicant is critical to the project. This is particularly critical when an intervention will be implemented within an agency, or when subjects will be drawn from particular agencies. Letters of cooperation should be specific, indicating agreement to implement a par ticular intervention or to provide access to a particular group of students.

The items listed above are not included under page limits.

#### MAKING SURE APPLICATION IS ASSIGNED TO THE CORRECT COMPETITION

Applicants should clearly indicate in Item 11 on the application (SF Form 424) the CFDA number of the program priority (e.g., 84.327W, etc.) representing the competition in which the application should be considered. If this information is not provided, your application may inadvertently be as signed and reviewed under a different competition from the one you intended.

#### RETURN OF NON-FUNDED APPLICATIONS

We do not return original copies of applications. Thus, applicants should retain at least one copy of the application. Copies of reviewer comments will be mailed to all applicants.

#### PROPOSED STAFF AVAILABILITY TO PROJECT

For each staff person named in the application, please provide documentation of all internal and external time c ommitments. In i nstances where a staff person is committed on a federally supported project, please provide the project name, Federal office, program title, the project federal award number, and the amount of committed time by each project year. This information (e.g., <u>Staff</u>: Jane Doe; <u>Project Name</u>: Succeeding in the General Curriculum; <u>Federal office</u>: Office of Special Education Programs; <u>Program title</u>: Technology and Media Services for Individuals with Disabilities; <u>Award number</u>: H326A030002; <u>Time commitments</u>: Year 1—30%; Year 2—25% and Year 3—40%) can be provided as an Appendix to the application.

In general, we will not reduce time commitments on currently funded grants from the time proposed in the original application. Therefore, we will not consider for funding any application where key staff are bid above a time commitment level that staff have available to bid. Further, the time commitments stated in newly submitted applications will not be negotiated down to permit the applicant to receive a new grant award.

#### **USE OF PERSON LOADING CHARTS**

It is important for ap plicants to include proposed time commitments for all project personnel. Also, program of ficials and ap plicants of ten find person loading charts useful formats for showing project personnel and their time commitments to individual activities. A person loading chart is a tabular representation of major evaluation activities by number of days spent by each key person involved in each activity, as shown in the following example.

TABLE: PERSON LOADING CHART — TIME IN DAY(S) BY PERSON\*

		Time in Day(s) by Person			
Activity	Person A	Person B	Person C	Person D	
Library Research	0	0	0	0	
Hire Staff	0	0	0	0	
Prepare Materials	0	0	0	0	
Train Raters	0	2	0	0	
Data Collection	0	0	0	0	
Data Analysis	0	0	0	0	
Dissemination (manuscripts, etc.)	0	0	0	0	

<sup>\*</sup>Note: All figures represent FTE for the grant year.

#### DELIVERING/SENDING APPLICATIONS TO THE COMPETITION MANAGER

Applications can be mailed or hand delivered, or submitted electronically but in either case <u>must</u> go to the Application Control Center at the address listed in the <u>Application Transmittal Instructions</u>. Delivering or sending t he a pplication to t he c ompetition m anager in the program of fice may prevent it from being logged in on time to the appropriate competition and may result in the application not being reviewed.

#### **ALLOWED TRAVEL UNDER THESE PROJECTS**

Travel is allowed if the travel specifically relates to the expressed goals of the project. Travel by students to further their education under the project's goals is also allowed. Travel to conferences is the travel item that is most likely to be questioned during negotiations. Such travel is sometimes allowed when it is for purposes of dissemination, when there will be results to be disseminated, and when it is clear that a conference presentation or workshop is an effective way of reaching a particular target group.

#### **FUNDING OF APPROVED APPLICATIONS**

It is often the case that the number of applications recommended for approval by the reviewers exceeds the do llars available for funding projects under a particular competition. When the panel reviews are completed for a particular competition, the individual reviewer scores and applications are ranked. The higher ranked, ap proved applications are funded first, and there are of ten lower ranked, ap proved applications that do not receive funding. Sometimes, one or two applications that are approved and fall next in rank or der (after those projects selected for funding) are placed on hold. If do llars become available as a result of negotiations, or if a higher ranked applicant declines the award, the projects on hold may receive funding. If you receive a letter stating that you will not receive funding, then your project has neither been selected for funding nor placed on hold.

#### INDIRECT COST RATE

There is no m aximum indirect cost for the competitions in this application package. An organization's current effective indirect cost rate is the rate that should be reflected in your proposed budget. The Department of Education (ED) reimburses grantees for its portion of indirect costs that a grantee incurs in projects funded by the The AIM P ersonnel D evelopment C enter (CFDA 84.327W) c ompetition. A ny grantee c harging indirect costs to a grant from this program must use the indirect cost rate (ICR), negotiated with its *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding, subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget or the State agency that provides the most subgrant funds to the grantee.

**Note:** Applicants s hould pay s pecial a ttention to s pecific questions on the application budget form (ED 524) about their cognizant agency and the ICR they are using in their budget.

If an applicant selected for funding under this program has not already established a current ICR with its cognizant agency as a result of current or previous funding, ED will require it to do so within 90 days after the date the grant was issued by ED. Applicants should be aware that ED is very often *not* the cognizant agency for its own grantees. Rather, ED accepts, for the purpose of funding its awards, the current ICR established by the appropriate cognizant agency.

An applicant that has not previously established an indirect cost rate with the Federal government or a State agency under a Federal program and that is selected for funding will not be allowed to charge its grant for indirect costs until it has negotiated a current indirect cost rate agreement with its cognizant agency.

Applicants are encouraged to use their accountant (or CPA) to calculate an indirect cost rate using information in the IRS Form 990, audited financial statements, actual cost data or a *cost policy statement* that such applicants are urged to prepare (but NOT submit to ED) during the application process.

Applicants should use this proposed rate in their application materials and indicate which of the above methods was used to calculate the rate. Guidance for creating a cost policy statement can be obtained by sending an E-mail to:

#### katrina.mcdonald@ed.gov

Applicants with questions about using indirect cost rates under this program should contact the program contact person shown elsewhere in this application package.

#### **ISSUES RAISED DURING DISCUSSIONS PRIOR TO AWARD**

If your application is recommended for funding, discussions may be held prior to award to clarify technical or budget i ssues. These are issues that have been identified during panel and staff review. Generally,

technical issues are minor issues that require clarification. Alternative approaches may be presented for your consideration, or you may be asked to provide additional information or rationale for something you have proposed to do. Sometimes, concerns are stated as "conditions". These are concerns that have been identified as so critical that the award cannot be made unless those conditions are met. Questions are also raised about the proposed budget during the discussion phase. Generally, budget issues are raised because there is inadequate justification or explanation of the particular budget item, or because the budget item does not seem critical to the successful completion of the project. A Federal project officer will present the issues to you and ask you to respond. If you donot understand the question, you should ask for clarification. In responding to discussion items you should provide any additional information or clarification requested. You may feel that an issue was addressed in the application. It may not, however, have been explained in enough detail to make it understood by reviewers, and more information should be provided. If you are asked to make changes that you feel could seriously affect the project's success, you may provide reasons for no t m aking t he c hanges, or pr ovide alternative s uggestions. Similarly, if pr oposed b udget reductions will, in your opinion, seriously affect the proposed activities, you may want to explain why and provide a dditional justification for the proposed expenses. Your changes, explanations and a Iternative suggestions will be carefully evaluated by staff. In some instances, an applicant may again be contacted for additional information. An award cannot be made until all issues have been resolved and conditions met.

#### TREATING A PRIORITY AS TWO SEPARATE COMPETITIONS.

In the past, there have been problems in finding peer reviewers without conflicts of interest where applications are made by many entities throughout the country. The Standing Panel requirements also place additional constraints on the availability of reviewers. Therefore, The Department has determined that, for some discretionary priorities, applications may be ranked and selected for funding in two or more groups, which will ensure the availability of a much larger group of reviewers without conflicts of interest. This procedure will increase the quality, independence and fairness of the review process and will permit planel members to review applications under discretionary priorities to which they have also submitted applications.

## SUCCESSFUL APPLICATIONS AND ESTIMATED/PROJECTED BUDGET AMOUNTS IN SUBSEQUENT YEARS

There is a m aximum award amount specified for the priority/competitions included in this package. The Department rejects and does not consider an application that proposes a budget exceeding the maximum amount for any single budget period of 12 months for the priorities included in this package. Please refer to the priority description to determine the maximum award for any one particular competition. Since the yearly budgets for multi-year projects will be negotiated at the time of the initial award, applicants must include detailed budgets for each year of their proposed project. Generally, out-year funding levels most likely will not exceed 1st year budgets. However, budget modifications during the negotiation process, the findings from the previous year, or ne eded changes in the study design can affect your budget requirements in subsequent years, but in no case will out-year budgets exceed the maximum award amount.

#### REQUIREMENT TO REPORT THE RESULTS OF GRANT ACTIVITIES

The D epartment s hall, where appr opriate, r equire r ecipients of all grants, c ontracts and c ooperative agreements under Part D of the *Individuals with Disabilities Education Act* to prepare reports describing their procedures, findings, and other relevant information. The Department shall require their delivery to the Department of Education and other networks as The Department may determine appropriate. (20 U.S.C. 1482)

#### DIFFERENCE BETWEEN A COOPERATIVE AGREEMENT AND A GRANT

A cooperative agreement is similar to a grant in that its principal purpose is to accomplish a public purpose of support or stimulation as authorized by a F ederal statute. It differs from a grant in the sense that in a

cooperative agreement substantial involvement is anticipated between the executive agency (in this case the Department of Education) and the recipient during the performance of the contemplated activity.

## DIFFERENCE BETWEEN AN ABSOLUTE PRIORITY, AN INVITATIONAL PRIORITY, AND A COMPETITIVE PRIORITY

An a bsolute priority is a priority that an applicant must address in order to receive an award. If an applicant does not address an absolute priority, their application will be returned as being non-responsive to the priority.

An invitational priority is a priority that reflects a particular interest of the Department, and an applicant is encouraged to a ddress the invitational priority a long with the required absolute priority. However, an applicant choosing to address an invitational priority will not receive any competitive preference over other applications.

A competitive priority is like an invitational priority in that it reflects a particular interest of the Department, and an app licant is encouraged to address the competitive priority along with the required absolute priority. A competitive priority may be handled in one of two ways:

- 1. an a pplication m ay be awarded additional points depending on how effectively it a ddresses the competitive priority; or
- 2. an application that meets a competitive priority may be selected over an application of comparable merit that does not address the competitive priority. The type of competitive priority for a particular competition is always included in the *Federal Register* announcement.

## OBTAINING COPIES OF THE FEDERAL REGISTER, PROGRAM REGULATIONS AND FEDERAL STATUTES

Copies of these materials can usually be found at your local library. If not, they can be obtained by writing to:

Superintendent of Documents U.S. Government Printing Office Washington, DC 20402

Telephone: 202-512-1800

Information ab out t he D epartment's funding op portunities, i ncluding c opies of application notices f or discretionary grant competitions, can be viewed on the Department's grant information web page which can be accessed on the Internet at: www.ed.gov/about/offices/list/ocfo/gcsindex.html

However, the official application notice for a discretionary grant competition is the notice published in the *Federal Register*.

# APPLICATION TRANSMITTAL INSTRUCTIONS AND REQUIREMENTS FOR INTERGOVERNMENTAL REVIEW

#### APPLICATION TRANSMITTAL INSTRUCTIONS

**ATTENTION ELECTRONIC APPLICANTS:** Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.

If you want to apply for a grant and be c onsidered for funding, you must meet the following deadline requirements:

#### APPLICATIONS SUBMITTED ELECTRONICALLY

You m ust s ubmit your gr ant a pplication t hrough the I nternet using t he s oftware pr ovided on the e-application Web site (<a href="http://e-grants.ed.gov/">http://e-grants.ed.gov/</a>,) by 4:30:00 p.m. (Washington, D.C. time) on the application deadline date.

If you s ubmit your a pplication t hrough t he I nternet v ia t he e -Grants W eb site, you will r eceive a n automatic acknowledgment when we receive your application.

For more information on using e-application, please refer to the Notice Inviting Applications that was published in the Federal Register, the e-application Submission Procedures and Tips document found in the application package instructions, and visit <a href="http://e-grants.ed.gov/">http://e-grants.ed.gov/</a>.

#### **APPLICATIONS SENT BY MAIL**

You must mail the original and two copies of the application on or before the deadline date to. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3 copies of your application.

Please mail copies to:

U.S. Department of Education Application Control Center Attention: CFDA# 84.327W LBJ Basement Level 1 400 Maryland Avenue, SW Washington, DC 20202-4260

You must show one of the following as proof of mailing:

- (1) A legibly dated U. S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Services.

An a pplicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

#### **Applications Delivered by Commercial Carrier**

Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using a na Iternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; or U. S. Postal Service Express Mail) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under "Applications Sent by Mail," then follow the mailing instructions under the appropriate delivery method.

Applications that are delivered by commercial carrier, such as Federal Express, United Parcel Service, etc. should be mailed to the:

U.S. Department of Education Application Control Center – Stop 4260 Attention: CFDA# 84.327W 550 12th Street, SW Room 7041, Potomac Center Plaza Washington, DC 20202-4260

#### **APPLICATIONS DELIVERED BY HAND**

You or your courier must hand deliver the original and number of copies requested of the application by 4:30:00 p.m. (Washington, DC time) on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3 copies of your application.

Please hand deliver copies to:

U.S. Department of Education Application Control Center Attention: CFDA# 84.327W 550 12th Street, SW PCP - Room 7041 Washington, DC 20202–4260

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30:00 p.m. (Washington, D.C. time), except Saturdays, Sundays and Federal holidays.

## **APPENDIX**

#### INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

This append ix ap plies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on state and local processes for state and local government coordination and review of proposed federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the state's process under Executive Order 12372. Applicants proposing to perform activities in more than one state should immediately contact the Single Point of Contact for each of those states and follow the procedure established in each of those states under the Executive order. A listing containing the Single Point of Contact for each state is included in this appendix.

In states that have not established a process or chosen a program for review, state, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from state, areawide, regional and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address:

The Secretary
EO 12372—CFDA 84.327W [commenter must insert number—including suffix letter, if any]
U.S. Department of Education, Room 7W301
400 Maryland Avenue, SW
Washington, DC 20202

Proof of mailing will be det ermined on t he s ame bas is as appl ications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, D.C. time) on the date indicated in the actual application notice.

PLEASE NOTE THAT THE A BOVE AD DRESS IS NOT THE SAME A DDRESS ASTHEONETO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.

#### STATE SINGLE POINTS OF CONTACT (SPOCS)

It is estimated that in 2008 the federal government will outlay \$449 billion in grants to state and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed federal financial assistance and direct federal development. The order allows each state to designate an entity to perform this function. Below is the official list of those entities. For those states that have a home page for their designated entity, a direct link has been provided below by clicking on the state name.

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a state that does not have a SPOC, you may send application materials directly to a federal awarding agency

Contact information for federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance.

http://12.46.245.173/CFDA/appx4\_web.pdf

or by state:

http://12.46.245.173/CFDA/appx4 web state.pdf

#### **ARKANSAS**

Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration

1515 W. 7th Street, Room 412

Little Rock, AR 72203 TEL: (501) 682-1074 FAX: (501) 682-5206

E-mail: tracy.copeland@dfa.state.ar.us

#### **CALIFORNIA**

Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, CA 95812-3044 TEL: (916) 445-0613

FAX: (916) 327-3018

E-mail: State.clearinghouse@opr.ca.gov

#### **DELAWARE**

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Budget Development, Planning & Administration

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FAX: (302) 739-4206

E-mail: jennifer.carlson@state.de.us

#### **DISTRICT OF COLUMBIA**

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DC Government Office of Partnerships

and Grants Development 441 4th Street, NW Washington, DC 20001 TEL: (202) 727-6437 FAX: (202) 727-1652

E-mail: Donna.bexley@dc.gov

#### **FLORIDA**

Lauren P. Milligan

Florida State Clearinghouse

Florida Dept. of Environmental Protection

3900 Commonwealth Boulevard

Mall Station 47

Tallahassee, FL 32799-3000 TEL: (850) 245-2161 FAX: (850) 245-2190

E-mail: Lauren.Milligan@dep.state.fl.us

#### **GEORGIA**

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270 Washington Street, SW, 8th Floor

Atlanta, GA 30334

TEL: (404) 656-3855 FAX: (404) 656-7901

E-mail: gach@mail.opb.state.ga.us

#### **IOWA**

Kathy Mable

Iowa Department of Management State Capitol Building Room G12

Des Moines, IA 50319 TEL: (515) 281-8834 FAX: (515) 242-5897

1007 E. Grand Avenue

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#### **KENTUCKY**

Lee Nalley

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1024 Capital Center Drive, Suite 340

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#### MAINE

Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, ME 04333 TEL: (207) 287-3261

(direct): (207) 287-1461 FAX: (207) 287-6489

E-mail: joyce.benson@state.me.us

#### **MICHIGAN**

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Southeast Michigan Council of Governments

535 Griswold, Suite 300 Detroit, MI 48226

TEL: (313) 961-4266 FAX: (313) 961-4869 E-mail: parkus@semcog.org

#### MISSOURI

Sara VanderFeltz
Federal Assistance Clearinghouse
Office of Administration
Commissioner's Office
Capitol Building, Room 125
Jefferson City, MO 65102

TEL: (573) 751-0337 FAX: (573) 751-1212

E-mail: sara.vanderfeltz@oa.mo.gov

#### **NEW HAMPSHIRE**

Amy Ignatius

Acting Director, New Hampshire Office of Energy and Planning

Attn: Intergovernmental Review Process, Mark Toussiant

57 Regional Drive

Concord, New Hampshire 03301-8519

TEL: (603) 271-2155 FAX: (603) 271-2615 E-mail: irp@nh.gov

#### **MARYLAND**

Linda C. Janey, J.D.

Director, Capital Planning and Development Review

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301 West Preston Street, Room 1104

Baltimore, MD 21201-2305 TEL: (410) 767-4490 FAX: (410) 767-4480

E-mail: linda@mail.op.state.md.us

#### MISSISSIPPI

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Department of Finance and Administration

1301 Woolfolk Building, Suite E

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E-mail: JRiddell@dfa.state.ms.us

#### **NEVADA**

Gosia Sylwesprzak

Department of Administration Nevada State Clearinghouse

Coordinator/SPOC

209 E. Musser Street, Room 200 Carson City, Nevada 89701

TEL: (775) 684-0209 FAX: (775) 684-0260

E-mail: clearinghouse@budget.state.nv.us

#### **NEW YORK**

Linda Shkrell

Office of Public Security

Homeland Security Grants Coordination

633 3rd Avenue New York, NY 10017

TEL: (212) 867-1289 FAX: (212) 867-1725

#### **NORTH DAKOTA**

Jim Bovd

**ND** Department of Commerce 1600 East Century Avenue, Suite 2

P.O. Box 2057

Bismarck, ND 58502-2057 TEL: (701) 328-2676 (701) 328-2308 FAX: E-mail: jboyd@state.nd.us

#### **RHODE ISLAND**

Bill McKenna

Division of Planning One Capitol Hill

Providence, Rhode Island 02908-5870

TEL: (401) 222-6185 (401) 222-2083 FAX: E-mail: billm@doa.ri.gov

#### **SOUTH CAROLINA**

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Office of State Budget 1201 Main Street, Suite 870 Columbia, SC 29201

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#### **TEXAS**

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#### UTAH

Tenielle Young

Utah State Clearinghouse Governor's Office of Planning

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#### **WEST VIRGINIA**

Bobby Lewis, Director

Community Development Division

West Virginia Development Office

Building #6, Room 553 Charleston, WV 25305

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#### WISCONSIN

Division of Intergovernmental Relations Wisconsin Department of Administration 101 East Wilson Street. 10th Floor

P.O. Box 8944 Madison, WI 53708 TEL: (608) 266-7043 FAX: (608) 267-6917

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#### **AMERICAN SAMOA**

Pat M. Galea'i

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Office of Federal Programs Office of the Governor Department of Commerce American Samoa Government

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E-mail: pmgaleai@samoatelco.com

#### **GUAM**

Roland C.P. Villaverde
Administrator

Guam State Clearinghouse

Office of I Segundo na Maga'lahen Guåhan

Office of the Governor P.O. Box 2950

Hågatña, Guam 96932

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FAX: (671) 477-2007

E-mail: administrator@guamclearinghouse.com

#### **NORTH MARIANA ISLANDS**

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Special Assistant for Management Office of Management and Budget

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E-mail: macaranas@yahoo.com

#### **PUERTO RICO**

Ing. David Rodríguez / Luz H. Olmeda Puerto Rico Planning Board Federal Proposals Review Office

PO Box 41119

San Juan, Puerto Rico 00940-1119

TEL: 787-723-6190 FAX: 787-722-6783

E-mail: Olmeda L@jp.gobierno.pr

#### **VIRGIN ISLANDS**

Debra Gottlieb (Acting Director)
Director, Office of Management and Budget
#41 Norre Gade Emancipation Garden

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Saint Thomas, Virgin Islands 00802

TEL: (340) 774-0750 FAX: (340) 776-0069

E-mail: dbgottlieb@omb.gov.vi

Changes to this list can be made only after OMB is notified by a state's officially designated representative. E-mail messages can be sent to Hai\_M.\_Tran@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management Office of Management and Budget New Executive Office Building, Suite 6025 725 17<sup>th</sup> Street, NW Washington, DC 20503

**Please note:** Inquiries about obtaining a federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the *Catalog of Federal Domestic Assistance* or CFDA (www.cfda.gov) and the Grants.gov Web site (www.grants.gov).

# NOTICE TO ALL APPLICANTS ENSURING EQUITABLE ACCESS AND APPLICATION FORMS AND INSTRUCTIONS

#### **NOTICE TO ALL APPLICANTS**

The pur pose of t his enc losure i s t o i nform y ou about a n ew pr ovision in t he D epartment of Education's General Education Provisions Act (GEPA) t hat a pplies t o applicants f or ne w gr ant awards under D epartment pr ograms. This provision is Section 427 of GEPA, enacted as part of the *Improving America's Schools Act of 1994* (Public Law (P.L.) 103-382).

#### To Whom Does This Provision Apply?

Section 4 27 of G EPA affects applicants for new grant a wards under this program. All applicants for new awards must include information in their applications to address this new provision in order to receive funding under this program.

(If this program is a state-formula grant program, a state needs to provide this description only for projects or activities that it carries out with funds reserved for state-level uses. In addition, I ocal school districts or ot her eligible applicants that apply to the state for funding need to provide this description in their applications to the state for funding. The state would be responsible for ensuring that the school district or other I ocal entity has submitted a sufficient section 4 27 statement as described below.)

#### What Does This Provision Require?

Section 4 27 r equires e ach app licant f or f unds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable a ccess to. and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows app licants di scretion i n de veloping t he required d escription. The s tatute highlights s ix types of barriers that can impede equitable access or participation: gender, race, national origin, color, di sability, or ag e. Based o n l ocal circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the federally-funded project or activity.

The description in your application of steps to be taken to o vercome these bar riers need not be lengthy; you may provide a clear and succinct description of how you plant oaddress those

barriers t hat are applicable to your circumstances. In ad dition, the information may be provided in a single nar rative, or, i f appr opriate, m ay b e discussed in connection with related topics in the application.

Section 427 is not intended to du plicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

### What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult I iteracy project s erving, am ong ot hers, adults with I imited E nglish pr oficiency, m ight describe in its a pplication ho w it intends t o distribute a brochure about the proposed project t o s uch pot ential participants in t heir native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe ho w it will m ake t he materials available o n a udio t ape or i n Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize t hat m any applicants m ay a lready be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

OMB Control No. 1894-0005 (Exp. 01/31/2011)

#### **ESTIMATED BURDEN STATEMENT FOR GEPA REQUIREMENTS**

According to the *Paperwork Reduction Act of 1995*, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0005**. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4537

#### **APPLICATION FORMS AND INSTRUCTIONS**

Applications for an award must be postmarked or hand delivered by the closing date of **November 29**, **2010**.

The application is divided into four parts. These parts are or ganized in the same manner that the submitted application should be organized. These parts are as follows:

Part I: Application for Federal Assistance (SF 424) and Instructions.

Part II: Budget Information — Non-Construction Programs (ED Form 524) and Instructions.

Part III: Application Narrative.

Part IV: Assurances and Certifications:

- Assurances Non-Construction Programs (Standard Form 424B).
- Certifications Regarding Lobbying (ED Form 80-0013).
- Disclosure of Lobbying Activities.

An applicant may submit information on a photostatic copy of the application and budget forms, the assurances, and the certifications. However, the application form, the assurances and the certifications must each have an <u>original signature</u>. No grant may be awarded unless a completed application form has been received.

In addition, if you are submitting your application via e-Application (electronic) at <a href="http://e-grants.ed.gov">http://e-grants.ed.gov</a>, you will be uploading sections of your application by heading. There is a heading for:

- (1) Table of Contents;
- (2) Project Narrative;
- (3) Project Narrative List of Priority Requirements;
- (4) ED Abstract Narrative;
- (5) Staff Vitae or Resumes;
- (6) Appendices;
- (7) Bibliography or References;
- (8) Letters of commitment/support;
- (9) Other Narrative and;
- (10) Budget Narrative.

## PART I: APPLICATION FOR FEDERAL ASSISTANCE (SF-424)

OMB Number: 4040-0004		Expiration Date: 03/31/2012		
APPLICATION FOR FEDERAL	L <b>A</b> SSISTANCE			
*1. Type of Submission:  Preapplication	*2. Type of Applic			
☐ Application ☐ Changed/Corrected Application	☐ Continuation☐ Revision	*Other (Specify):		
*3. Date Received: Completed by Grants.gov upon submis	ssion	4. Applicant Identifier:		
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:		
	State U	se Only:		
6. Date Received by State:		7. State Application Identifier:		
8. APPLICANT INFORMATION:				
*a. Legal Name:				
*b. Employer/Taxpayer Identificat (EIN/TIN):	ion Number	*c. Organizational DUNS:		
d. Address:				
*Street 1:				
Street 2:				
*City:				
County/Parish:				
*State:				
Province:				
*Country:				
*Zip / Postal Code				
e. Organizational Unit:				
Department Name:		Division Name:		
f. Name and contact information of	of person to be cor	ntacted on matters involving this application:		
Prefix: *First Name:	<u> </u>			
Middle Name:				
*Last Name:				
Suffix:				
Title:				
Organizational Affiliation:				
*Telephone Number:		Fax Number:		
*E-mail:				

9. Type of Applicant 1: Select Applicant Type: Type of Applicant 2: Select Applicant Type: Type of Applicant 3: Select Applicant Type: *Other (Specify): *10 Name of Federal Agency:  11. Catalog of Federal Domestic Assistance Number: CFDA Title: *12 Funding Opportunity Number: *Title:  13. Competition Identification Number: Title:  14. Areas Affected by Project (Cities, Counties, States, etc.): *15. Descriptive Title of Applicant's Project: Attach supporting documents as specified in agency instructions.  16. Congressional Districts Of: *a. Applicant: *b. Program/Project: 17. Proposed Project: *a. Start Date: *b. End Date:  18. Estimated Funding (\$):	APPLICATION FOR FEDERAL ASSISTANCE—SF-424			
Type of Applicant 3: Select Applicant Type:  *Other (Specify):  *10 Name of Federal Agency:  11. Catalog of Federal Domestic Assistance Number:	9. Type of Applicant 1: Select Applicant Type:			
*Other (Specify):  *10 Name of Federal Agency:  11. Catalog of Federal Domestic Assistance Number:	Type of Applicant 2: Select Applicant Type:			
*10 Name of Federal Agency:  11. Catalog of Federal Domestic Assistance Number:	Type of Applicant 3: Select Applicant Type:			
11. Catalog of Federal Domestic Assistance Number:	*Other (Specify):			
*12 Funding Opportunity Number:  *Title:  13. Competition Identification Number:	*10 Name of Federal Agency:			
*Title:  13. Competition Identification Number:				
Title:  14. Areas Affected by Project (Cities, Counties, States, etc.):  *15. Descriptive Title of Applicant's Project: Attach supporting documents as specified in agency instructions.  16. Congressional Districts Of:  *a. Applicant: *b. Program/Project:  17. Proposed Project:  *a. Start Date: *b. End Date:  18. Estimated Funding (\$):				
*15. Descriptive Title of Applicant's Project: Attach supporting documents as specified in agency instructions.  16. Congressional Districts Of:				
Attach supporting documents as specified in agency instructions.  16. Congressional Districts Of:	14. Areas Affected by Project (Cities, Counties, States, etc.):			
*a. Applicant: *b. Program/Project:  17. Proposed Project: *b. End Date:  *a. Start Date: *b. End Date:				
*a. Start Date: *b. End Date:				
18. Estimated Funding (\$):				
	18. Estimated Funding (\$):			
*a. Federal:  *b. Applicant:  *c. State:  *d. Local:  *e. Other:  *f. Program Income:  *g. TOTAL:	*b. Applicant:  *c. State:  *d. Local:  *e. Other:  *f. Program Income:			
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?  a. This application was made available to the State under the Executive Order 12372 Process for review on  b. Program is subject to E.O. 12372 but has not been selected by the State for review.  c. Program is not covered by E.O. 12372	<ul> <li>□ a. This application was made available to the State under the Executive Order 12372 Process for review on</li> <li>□ b. Program is subject to E.O. 12372 but has not been selected by the State for review.</li> </ul>			
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)  \[ Yes  \text{No} \]  If "Yes", provide explanation and attach.	☐ Yes ☐ No			

APPLICATION FOR FEDERAL ASSISTANCE—SF-424				
<ul> <li>21. *By signing this application, I certify: <ol> <li>To the statements contained in the list of certificatio</li> <li>That the statements her ein are true, complete an required assurances** and agree to comply with a false, fictitious, or fraudulent statements or claims (U.S. Code, Title 218, Section 1001)</li> <li>I AGREE**</li> <li>** The list of certifications and as surances, or an i announcement or agency specific instructions</li> </ol> </li> </ul>	nd ac curate to the best of rany resulting terms if I acce amay subject me to crimina	ept an award. I am aware that any al, civil, or administrative penalties.		
Authorized Representative:				
Prefix:          *First Name:          Middle Name:          *Last Name:          Suffix:				
*Title:				
*Telephone Number:	Fax Number:			
*E-mail:				
*Signature of Authorized Representative: Completed by Grants.gov upon submission		*Date Signed: Completed by Grants.gov upon submission		

#### **INSTRUCTIONS FOR THE SF-424**

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (\*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult a gency instructions to determine other specific requirements.

- Type of Submission: (Required) Select one type of submission in accordance with agency instructions.
  - ► Pre-application
  - ► Application
  - ► Changed/Corrected Application Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.
- Type of Application: (Required) Select one type of application in accordance with agency instructions.
  - New An application that is being submitted to an agency for the first time.
  - Continuation An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
  - · Revision Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.
    - A. Increase Award
- D. Decrease Duration
- B. Decrease Award
- C. Increase Duration
- E. Other (specify)
- Date Received: Leave this field blank. This date will be assigned by the Federal agency..
- Applicant Identifier: Enter the entity identifier assigned buy the Federal agency, if any, or the applicant's control number if applicable.
- Federal Entity Identifier: Enter the number assigned to your organization by the federal agency, if any.
- Federal Award Identifier: For new applications. enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.
- Date Received by State: Leave this field blank. This date will be assigned by the state, if applicable.
- State Application Identifier: Leave this field blank. This identifier will be assigned by the state, if applicable.

- Name Of Federal Agency: (Required) Enter the 10. name of the federal agency from which assistance is being requested with this application.
- Catalog Of Federal Domestic Assistance 11. Number/Title:

Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.

- Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.
- Competition Identification Number/Title: Enter 13. the competition identification number and title of the competition under which assistance is requested, if applicable.
- Areas Affected By Project: This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
- **Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
- ► Congressional Districts Of: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use

- **8. Applicant Information**: Enter the following in accordance with agency instructions:
  - a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.
  - b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-444444.
  - c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.
  - d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9digit zip/postal code (Required if country US).
  - e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
  - f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.

only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.

- 17. Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
- 18. Estimated Funding: (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
- 19. Is Application Subject to Review by State Under Executive Order 12372 Process? (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
- 20. Is the Applicant Delinquent on any Federal Debt?

(Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.

- **9.** Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.
  - A. State Government
  - B. County Government
  - C. City or Township Government
  - D. Special District Government
  - E. Regional Organization
  - F. U.Š. Territory or Possession
  - G. Independent School District
  - H. Public/State Controlled Institution of Higher Education
  - I. Indian/Native American Tribal Government (Federally Recognized)
  - J. Indian/Native American Tribal Government (Other than Federally Recognized)
  - K. Indian/Native American Tribally Designated Organization
  - L. Public/Indian Housing Authority

- M. Nonprofit
- N. Private Institution of Higher Education
- O. Individual
- P. For-Profit Organization (Other than Small Business)
- Q. Small Business
- R. Hispanic-serving Institution
- S. Historically Black Colleges and Universities (HBCUs)
- T. Tribally Controlled Colleges and Universities (TCCUs)
- U. Alaska Native and Native Hawaiian Serving Institutions
- V. Non-US Entity
- W. Other (specify)

21. Authorized Representative: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

## SUPPLEMENTAL INFORMATION REQUIRED FOR THE DEPARTMENT OF EDUCATION

1.	Project Director:  Name: Prefix: *First Name: Middle Name: *Last Name:						
	Suffix:						
	dress						
	Street1:						
	Street2:						
	*City: County:						
	*State:		*Zip Code	e:		*Country:	_
	*Phone Number (give Fax Number (give E-m	-	<u> </u>				
2.	Applicant Experience	e:					
	Novice Applicant?:	Yes 🗌	No 🗌	Not applicabl	e to this pro	gram 🗌	
3.	Human Subjects Res	search:					
	Are any research activ subjects planned at ar proposed project Perio	ny time during the					
	Are ALL the research proposed designated from the regulations?		Yes ☐ No ☐	Provide Exemption Provide Assurant	` '	able:	
	Please attach an expla	anation narrative:	: <u> </u>				

## INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

- Project Director. Name, ad dress, t elephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.
- 2. Novice Applicant. Check "Yes" or "No" only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, leave blank.

Check "Yes" if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75. 225 and i ncluded on the at tached page entitled "Definitions for D epartment of E ducation Supplemental Information for SF 424." By checking "Yes" the applicant c ertifies that it meets these novice applicant requirements. Check "No" if you do not meet the requirements for novice applicants.

3. Human Subjects Research. (See I. A. "Definitions" in a ttached pa ge entitled "Definitions f or Department of Education Supplemental Information for SF 424.")

If Not Human Subjects Research. Check "No" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

If Human Subjects Research. Check "Yes" if research a ctivities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "Yes" even if the research is exempt from the regulations for the protection of human subjects. (See I. B. "Exemptions" in attached page entitled "Definitions for D epartment of E ducation Supplemental Information For SF 424.")

3a. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check "Yes" if all the research activities proposed are designated to be ex empt f rom t he r egulations. Insert t he exemption number(s) corresponding to one or more of the s ix exemption c ategories I isted in I . B . "Exemptions." In addition, follow the instructions in II. A . "Exempt Research Narrative" in the attached page entitled "Definitions for D epartment of Education Supplemental Information Form SF 424."

- 3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check "No" if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. "Nonexempt Research Narrative" in the page entitled "Definitions f or D epartment of E ducation Supplemental Information Form SF 424
- 3a. Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. D epartment of H ealth and H uman Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upo n r equest by t he des ignated E D official. If t he application is r ecommended/selected for f unding, t he de signated E D of ficial will r equest that the applicant obtain the assurance within 30 days after the specific formal request.

#### NOTE ABOUT

#### INSTITUTIONAL REVIEW BOARD APPROVAL.

ED does not r equire c ertification of I nstitutional Review B oard appr oval w ith t he ap plication. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

#### PAPERWORK BURDEN STATEMENT

According to the *Paperwork Reduction Act of 1995*, no persons are required to respond to a collection of information unless such collection displays a valid O MB control number. The valid O MB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to:

U.S. Department of Education Washington, DC 20202-4700

If you have comments or concerns regarding the status of your individual submission of this form write directly to:

Joyce I. Mays Application Control Center U.S. Department of Education 550 12th St. SW, Room PCP 7076 Washington, DC 20202-4260

## DEFINITIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

#### **DEFINITIONS**

#### Novice Applicant (See 34 CFR 75.225).

For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant m eans an y applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, s ubmitted in a ccordance with 3 4 CFR 75. 127-75.129, t hat r eceived a gr ant under the pr ogram f rom which it seeks funding; and
- Has not had an active discretionary grant from the F ederal go vernment i n t he f ive years before the deadline date for applications under the pr ogram. For t he purposes of t his requirement, a grant is active until the end of the grant's project or funding period, including any ex tensions of t hose per iods t hat ex tend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

## PROTECTION OF HUMAN SUBJECTS IN RESEARCH

#### I. Definitions and Exemptions

#### A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of hum and ubjects, as defined in the regulations.

#### -Research

The E D R egulations f or t he Protection of Human Subjects, Title 34, Code of Federal Regulations, P art 97, d efine r esearch as "a

systematic i nvestigation, including r esearch development, testing and evaluation, designed to develop or contribute to generalizable knowledge." If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research. Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research f or ot her pur poses. For ex ample, some de monstration a nd s ervice pr ograms may include research activities.

#### —Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether pr ofessional or s tudent) c onducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private i nformation." (1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested. or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met. [Private information includes i nformation a bout b ehavior t hat occurs in a context in which an individual can reasonably ex pect t hat no obs ervation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

#### B. Exemptions.

Research activities in which the <u>only</u> involvement of hum an subjects will be in one or more of the following six categories of *exemptions* are not covered by the regulations:

- (1) Research c onducted i n es tablished or commonly accepted educational settings, involving n ormal educ ational pr actices, s uch as (a) r esearch on r egular and s pecial education instructional strategies, or (b) research on t he ef fectiveness of or t he comparison am ong instructional t echniques, curricula, or classroom management methods.
- (2) Research involving the use of educational tests (cognitive, d iagnostic, a ptitude, ac hievement), survey pr ocedures, i nterview procedures or observation of p ublic behavior, unless: (a) information o btained i s r ecorded i n s uch a manner that human subjects can be identified. directly or through i dentifiers I inked t o t he subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal a ge f or c onsent t o t reatments or procedures involved in the research, under the applicable I aw or j urisdiction i n which t he research will be conducted.]
- (3) Research involving the use of educational tests (cognitive, d iagnostic, a ptitude, ac hievement), survey pr ocedures, i nterview procedures o r observation of p ublic be havior t hat i s not exempt under section (2) a bove, if the human subjects are e lected or ap pointed public officials or c andidates f or pu blic office; or federal s tatute(s) r equire(s) without ex ception that t he c onfidentiality of t he personally identifiable information will b em aintained throughout the research and thereafter.

- (4) Research i nvolving the c ollection or s tudy of existing data, documents, records, pathological specimens, or diagnostic specimens, i f these s ources ar e publicly available or if the information is recorded by the investigator in a manner that s ubjects cannot be i dentified, di rectly or t hrough identifiers linked to the subjects.
- (5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to s tudy, e valuate, or ot herwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.
- (6) Taste and food quality evaluation and consumer ac ceptance s tudies, (a) if wholesome foods w ithout add itives ar e consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or en vironmental contaminant at or below the level found to be safe, by the Food and D rug A dministration or approved by the Environmental Protection Agency or the Food Safety and I nspection S ervice of the U.S. Department of Agriculture.

### II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If t he app licant m arked "Yes" f or I tem 3 of Department of E ducation S upplemental Information for SF 424, the applicant must provide a hum an s ubjects "exempt r esearch" or "nonexempt r esearch" nar rative. Insert t he narrative(s) in the space provided. If you have multiple projects and ne ed to provide m ore t han one n arrative, be s ure to I abel each s et of responses as to the project they address.

#### A. Exempt Research Narrative.

If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt r esearch" nar rative. The nar rative must c ontain s ufficient information abo ut t he involvement of human subjects in the proposed research to allow a determination by

ED that the designated exemption(s) are appropriate. The narrative must be succinct.

#### B. Nonexempt Research Narrative.

If you m arked "No" for i tem 3 a. you m ust provide the "nonexempt research" narrative. The narrative must address the following seven p oints. Although no s pecific page limitation app lies t o t his s ection of t he application, be succinct.

- (1) Human Subjects Involvement and Characteristics: Provide a detailed description of the proposed involvement of human s ubjects. Describe t characteristics of the subject population. including t heir anticipated num ber, age range, and health status. Identify the criteria f or inclusion or ex clusion of an y subpopulation. Explain t he r ationale f or the involvement of special classes of subjects, s uch as c hildren, c hildren with disabilities, adults with disabilities, persons with m ental disabilities, pregnant women. prisoners, institutionalized individuals, or others who are likely to be vulnerable
- (2) Sources of Materials: Identify t he sources of research material obtained from individually identifiable I iving h uman subjects i n t he f orm of s pecimens, records, or dat a. Indicate whether t he material or dat a will be obt ained specifically f or r esearch pur poses or whether us e w ill be m ade of ex isting specimens, records, or data.
- (3) Recruitment and Informed Consent:

  Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent w ill be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.
- (4) Potential Risks: D escribe pot ential r isks (physical, psychological, social, legal, or other) an d as sess t heir l ikelihood an d

- seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.
- (5) Protection Against Risk: D escribe the procedures f or protecting against or minimizing pot ential risks, including risks to c onfidentiality, and as sess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.
- (6) Importance of the Knowledge to be Gained: D iscuss t he importance of the knowledge g ained or t o b e gai ned as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.
- (7) Collaborating Site(s): I f r esearch involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the D epartment of E ducation's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from:

Grants Policy and Oversight Staff Office of the Chief Financial Officer U.S. Department of Education Washington, DC 20202-4250

Telephone: 202-245-6120

and on the U.S. Department of Education's Protection of H uman S ubjects i n R esearch Web Site:

www.ed.gov/about/offices/list/OCFO/humansub.html

NOTE: The State Applicant Identifier on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

## PART II: BUDGET INFORMATION (FORM 524)

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# U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1894-0008	3
Expiration Date: 02-28-2011	١

		NON-CONSTRUC	CTION PROGRA	MS		
Name of Institution/Organization:			Applicants r equesting funding for only one year should complete the column under "Project Year 1." Applicants r equesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.			
SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS						
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs*						
11. Training Stipends						
12. Total Costs (lines 9-11)						
*Indirect Cost Information (To Be Completed by Your Business Office):  If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:						
(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government?Yes No						
(2) If yes, please provide the following information:						
Period Covered by the Indirect Cost Rate Agreement: From:/To:/To:/ (mm/dd/yyyy)						
Approving Federal agency: ED Other (please specify):						
(3) For Restricted Rate Programs (check one) — Are you using a restricted indirect cost rate that: Is included in your approved Indirect Cost Rate Agreement? or Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is%						
is included in your appro	ved mullect Cost Rat	e Agreement! Of(	Joinplies with 34 CF	10.504(C)(Z)? THE	Restricted mairect Cos	. Nate 1570

Name of Institution/Organization:			Applicants requesting funding for only one year should complete the columnder "Project Year 1." Applicants requesting funding for multi-year gran should complete all applicable columns. Please read all instructions beforeompleting form.				
SECTION B - BUDGET SUMMARY NON-FEDERAL FUNDS							
Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)		
·			IVE	· '			
		Project Year 1 (a) Project Year 2 (b)  SECTION C – B	SECTION B - BUDGET SUMMA NON-FEDERAL FUNDS  Project Year 1 (a)  Project Year 2 (b)  Project Year 3 (c)	SECTION B - BUDGET SUMMARY NON-FEDERAL FUNDS  Project Year 1	SECTION B - BUDGET SUMMARY NON-FEDERAL FUNDS  Project Year 1 Project Year 2 Project Year 3 (c) (d) Project Year 5 (e)  SECTION C - BUDGET NARRATIVE		

## Instructions for ED Form 524

#### **GENERAL INSTRUCTIONS**

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

## SECTION A: BUDGET SUMMARY — U.S. DEPARTMENT OF EDUCATION FUNDS

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, s how the total

amount requested for each applicable budget category.

Lines 1-11, column (f): Show t he multi-year total for each budget category. If funding is

requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding

is requested.

Show the total amount requested for all project years. If funding is Line 12, column (f):

requested for only one year, leave this space blank.

**Indirect Cost Information:** If you are requesting reimbursement for indirect costs on I ine 10, this

information is to be completed by your Business Office.

(1) Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.

(2) If you checked "yes" in (1), indicate in (2) the beginning and ending dates c overed by the Indirect C ost R ate A greement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the

Federal agency that issued the approved agreement.

(3) If you are applying for a grant under a Restricted Rate Program (34) CFR 75.563 or 76.563), indicate whether you are using a restricted indirect c ost r ate t hat is i ncluded on your approved I ndirect C ost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

#### SECTION B: BUDGET SUMMARY — NON-FEDERAL FUNDS

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions

are provided, show the total contribution for each applicable

budget category.

Lines 1-11, column (f): Show t he multi-year total for each budget category. If non-Federal

contributions are provided for only one year, leave this column blank.

**Line 12, columns (a)-(e):** Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year

project. If non-Federal contributions are provided for only one year, leave

this space blank.

### **SECTION C: BUDGET NARRATIVE**

[Attach separate sheet(s)] Pay attention to applicable program specific instructions, if attached.

- 1. Provide an i temized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
- 2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
- 3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When c alculating i ndirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's Web site at:

www.ed.gov/fund/grant/apply/appforms/appforms.html.

You may also contact 202-377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

4. Provide other explanations or comments you deem necessary.

### PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0008**. The time required to complete this information collection is estimated to v ary f rom 13 to 22 ho urs per r esponse, with an a verage of 17.5 hours per r esponse, including the time to r eview instructions, s earch existing data sources, gather the data n eeded, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:

U.S. Department of Education Washington, DC 20202-4651

If you have comments or concerns regarding the status of your individual submission of this form, write directly to:

(insert program office) U.S. Department of Education 400 Maryland Ave., SW Washington, DC 20202

## **PART III: APPLICATION NARRATIVE**

This narrative section of the application requires applicants to address the selection criteria that will be used by r eviewers i n ev aluating i ndividual ap plications. Please r efer t o t he "Selection C riteria and F ormat" sections in this package for the competition to which you wish to submit an application.

Also, all of the competitions covered by this package have page limitations for the application narrative. Please refer to the "Page Limits" information for the competition to which you wish to submit an application.

## PART IV: ASSURANCES AND CERTIFICATIONS

## Assurances — Non-Construction Programs

Public reporting burden for this collection of information is estimated to a verage 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

## PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

**Note:** Certain of t hese as surances may no t be ap plicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

- Has t he legal au thority t o appl y f or F ederal assistance, and the institutional, m anagerial and financial capability (including funds sufficient to pay the n on-Federal share of project c ost) t o en sure proper pl anning, m anagement, and c ompletion of the project described in this application.
- Will g ive t he aw arding agency, t he C omptroller General of the United States, and if appropriate, the State, through any authorized representative, access t o a nd t he r ight t o examine all r ecords, books, papers, or documents related to the award; and will es tablish a pr oper accounting system in accordance w ith gener ally ac cepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will i nitiate a nd complete t he w ork w ithin the applicable t ime f rame after receipt of a pproval of the awarding agency.
- 5. Will comply with the Intergovernmental Personnel Act of 1 970 ( 42 U .S.C. § §4728-4763) r elating t o prescribed standards for merit systems for programs funded un der o ne of the 19 s tatutes o r regulations specified in A ppendix A of O PM's Standards f or a M erit S ystem o f P ersonnel Administration (5 C.F.R. 900, Subpart F).
- 6. Will comply w ith al I F ederal s tatutes r elating t o nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as a mended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c)

- Section 50 4 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of hand icaps; (d) the Age Discrimination Act of 1975, as amended (42 §§ 610 1-6107), w hich pr U.S.C. discrimination on the bas is of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the b asis of drug ab use; (f) the C omprehensive Alcohol A buse a nd A Icoholism P revention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U .S.C. §§ 290 dd -3 and 290 e e 3), a s amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seg.), as amended, relating to nondiscrimination in the sale, rental or f inancing of h ousing; (i) any ot her nondiscrimination pr ovisions i n t he s pecific statute(s) u nder w hich a pplication f or F ederal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- 7. Will comply, or ha s al ready c omplied, w ith t he requirements of T itles I I and I II of the uni form Relocation A ssistance an d R eal P roperty Acquisition P olicies A ct of 1970 ( P.L. 9 1-646), which pr ovide f or f air a nd equitable t reatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These r equirements a pply t o al I interests i n r eal property acquired for project purposes regardless of Federal participation in purchases.

8. Will c omply, as ap plicable, with t he pr ovisions of the H atch A ct (5 U .S.C. § §1501-1508 and 7324-7328) w hich I imit t he p olitical ac tivities o f employees whose pr incipal em ployment activities are funded in whole or in part with Federal funds.

- Will c omply, as ap plicable, with t he pr ovisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the C ontract Work H ours and S afety Standards Act (40 U.S.C. §§ 327-333), regarding labor s tandards for f ederally assisted construction subagreements.
- 10. Will c omply, i f appl icable, w ith f lood i nsurance purchase r equirements of S ection 1 02(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pur suant to the following: (a) institution of env ironmental q uality c ontrol measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514: (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) ev aluation of f lood haz ards in floodplains in ac cordance with E O 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species und ert he Endangered Species Actof 1973, as amended, (P.L. 93-205).
- 12 Will comply with the Wild and Scenic Rivers Act of 1968 ( 16 U .S.C. §§ 1721 et s eq.) r elated to protecting components or potential components of the national wild and scenic rivers system.

- 13. Will assist the awarding agency in assuring compliance w ith S ection 1 06 of t he N ational Historic Preservation Act of 1966, as amended (16 U.S.C. §470), E O 1 1593 ( identification a nd protection of hi storic properties), and t he Archaeological and H istoric P reservation A ct of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14. Will comply w ith P .L. 93 -348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et s eq.) pertaining t o t he c are, h andling, and t reatment of w arm bl ooded ani mals he ld f or research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention A ct (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based p aint in construction or residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single A udit A ct A mendments of 199 6 and O MB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all a pplicable r equirements of all other F ederal I aws, ex ecutive or ders, r egulations and policies governing this program.

Standard Form 424B (Rev. 7-97) Back

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

OMB Approval No. 0348-0040

## **CERTIFICATION REGARDING LOBBYING**

## CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of C ongress, an of ficer or em ployee of C ongress, or an em ployee of a Mem ber of C ongress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If an y f unds ot her F ederal a ppropriated f unds hav e been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loam or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents f or all s ubawards at all tiers (including subcontracts, s ubgrants and c ontracts under grants, I oans, and c ooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### STATEMENT FOR LOAN GUARANTEES AND LOAN INSURANCE.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a member of Congress, an officer or employee of Congress or an employee of a M ember of Congress in connection with this commitment providing for the U nited States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's (	Organization
Printed Name of Authorized Representative	Printed Title of Authorized Representative
Signature	Date
ED80-0013	08/05 Approved by OMB 0348-0046

## **DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure)

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Fe a. bid/offer/a b. initial awa c. post-award	rd b. material change
<ul><li>4. Name and Address of Report</li><li>Prime Subawardee</li><li>Tier, if Known:</li><li>Congressional District, if known</li></ul>		If Reporting Entity in No. 4 is Subawardee,     Enter Name and Address of Prime:     Congressional District, if known:
6. Federal Department/Agency:		7. Federal Program Name/Description:  ———————————————————————————————————
8. Federal Action Number, if know	ın:	9. Award Amount, if known:
10. a. Name and Address of Lob Registrant (if individual, last name, first		10. b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):
authorized by title 31 U.S.C. So disclosure of lobbying activities representation of fact upon who placed by the tier above when was made or entered into. The required poursuant to 3 1 U.S. information will be reported to semi-annually and will be available as inspection. Any person who is required disclosure shall be semi-annually of not less than \$10,000 than \$100,000 for each such factorized by title 31 U.S.	ection 1352. This es is a material ich reliance was a this transaction his di sclosure i s 6.C. 13 52. This o the Congress allable for pu blic alls to file the ubject to a civil 20 and not more	
Federal Use Only		Authorized for Local Reproduction Standard Form — LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- Identify the type of covered Federal action for which lobbying ac tivity is and/ or has b een secured to influence the outcome of a covered Federal action.
- 2. Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quar ter in which the change occurred. Enter the date of the last previously s ubmitted r eport by this r eporting entity for this covered Federal action.
- 4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional D istrict, if k nown. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
- If the or ganization f iling the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
- Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

- Enter t he F ederal program na me or description f or t he c overed F ederal ac tion (item 1). If k nown, enter the f ull C atalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
- 8. Enter the most appropriate Federal identifying number av ailable f or t he F ederal ac tion identified in item 1 (e.g., Request for Proposal (RFP) num ber; I nvitations f or B id (IFB) number; g rant a nnouncement num ber; t he contract, grant, or loan award number; the application/proposal c ontrol num ber as signed by t he F ederal a gency). Included pr efixes, e.g., "RFP-DE-90-001."
- For a covered Federal action where there has been an a ward or loan c ommitment b y t he Federal age ncy, e nter t he F ederal am ount of the a ward/loan c ommitment f or t he pr ime entity identified in item 4 or 5.
- 10. (a) Enter the full name, addr ess, c ity, S tate and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity i dentified in item 4 to influence the covered Federal action.
  - (b) E nter t he f ull names of t he i ndividual(s) performing s ervices, an d i nclude f ull address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
- 11. The c ertifying of ficial s hall s ign and d ate the form, pr int hi s/her nam e, t itle and t elephone number.

## PAPERWORK REDUCTION ACT STATEMENT

According to the *Paperwork Reduction Act*, as am ended, nopersons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to a verage 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other as pect of this collection of information, including suggestions for reducing this burden, to:

Office of Management and Budget Paperwork Reduction Project (0348-0046) Washington, DC 20503

## SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

#### **PURPOSE**

The F ederal go vernment is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for F ederal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

#### INSTRUCTIONS FOR SUBMITTING THE SURVEY

If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Αŗ	Applicant's (Organization) Name:							
Αp	Applicant's DUNS Number:							
Fe	ederal Program:	CFDA Number:						
1.	Has the ap plicant ever received a gr ant or contract from the Federal government?	5. Is the applicant a local affiliate of a organization?	national					
	☐ Yes ☐ No	☐ Yes ☐ No						
2.	Is the applicant a faith-based organization?  ☐ Yes ☐ No	<ol> <li>How many full-time equivalent en does the applicant have? (Check only one box).</li> </ol>	nployees					
3.	Is the applicant a secular organization?	☐ 3 or Fewer ☐ 15-50 ☐ 4-5 ☐ 51-100 ☐ 6-14 ☐ over 100						
	☐ Yes ☐ No	7. What is the size of the a pplicant's budget? (Check only one box.)	s an nual					
4.	Does the applicant have 501(c)(3) status?  ☐ Yes ☐ No	Less Than \$150,000  \$150,000-\$299,999  \$300,000-\$499,999  \$500,000-\$999,999  \$1,000,000-\$4,999,999  \$5,000,000 or more						

## SURVEY INSTRUCTIONS ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

- 1. Self-explanatory.
- 2. Self-identify.
- 3. Self-identify.
- 4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue S ervice b y e ligible or ganizations. Some gr ant pr ograms may r equire n onprofit applicants t o hav e 501(c)(3) s tatus. O ther grant programs do not.
- 5. Self-explanatory.
- 6. For example, two part-time employees who each work hal f-time eq ual o ne f ull-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
- 7. Annual bu dget m eans the am ount of money your organization spends each year on all of its activities.

### PAPERWORK BURDEN STATEMENT

According to the *Paperwork Reduction Act of 1995*, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0010. The time required to complete this information collection is estimated to a verage five (5) m inutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: The Agency Contact listed in this grant application package.

OMB No. 1894-0010 Exp. 05/31/2012

## **DUNS NUMBER INSTRUCTIONS**

#### D-U-N-S No.

Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

#### www.dnb.com

The D-U-N-S N umber is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It I ets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

## **GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT**

If you fail to receive the notification of application within fifteen (15) days from the closing date, call:

U.S. Department of Education Application Control Center

202-245-6288

## **GRANT AND CONTRACT FUNDING INFORMATION**

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page: www.ed.gov